



Position Description

Licensed Vocational Nurse - RCFE

Entity:	Masonic Homes of California	Payroll Type:	Non-Exempt
Department:	RCFE	Supervisory:	YES (C.N.A.)
Reports To:	Director of Health Services	Work Status:	FULL TIME
Location of Job:	Union City	Revised:	05/03/2016

JOB CULTURE

The Masonic Homes of California are committed to a culture of Leadership. Our culture is to provide superior service to members, residents and staff through a sound and progressive model of service and care which aligns our mission, vision and operations. We demonstrate excellence in core services and place value on high quality job performance, professional development, effective time management, budget management, workplace safety and resident/employee satisfaction. We are dedicated to disciplined innovation and continuous quality improvement – we are a learning company. We are committed to sharing our knowledge and being an organization that attracts the best and brightest talent. We are team-oriented, caring and honest.

JOB SUMMARY

The LVN has the responsibility of total resident care for independent and assisted living residents. The LVN performs professional nursing duties in accordance with the Masonic Homes and state RCFE regulations. This position reports to the Director of Health Services and may be required to supervise other staff positions.

JOB RESPONSIBILITIES

A. Essential Functions:

- Responsible for nursing care, medication administration and treatments for the assisted living residents in compliance with Federal & State regulations and the Masonic Homes guidelines.
- Responsible for the admissions of new residents to include all admission assessments, the assessment of resident health status for both new and existing residents, the subsequent development of the service plan and documentation.

- Recognize changes in conditions of residents and notifies physicians and/or family members of any change in resident's health and provides proper documentation.
- Performs periodic audits and reviews clinical systems to ensure compliance with State regulations and Masonic Homes policies and procedures as assigned.
- Initiates writing and updating Resident Assessment and Service Plans as resident's condition changes, in collaboration with active living, social services, and dietary services.
- Supervise resident care personnel on shift in performing duties by checking their work to be sure that assignments have been completed
- Maintains close communication with all departments and staff members, Health Services Director, health care professionals and families about the needs of residents.
- Notifies MD of resident changes and concerns after consultation with RN;
- Personally receive or place calls to physician, receives and processes MD orders, and order medications as needed.
- Monitors medications of residents as ordered by MD;
- Administer intramuscular, intradermal, and sub-cutaneous injections.
- Chart medications and treatments according to procedure
- Verify inventory of drugs covered by Controlled Substances Act of 1970
- Ensure that individual Resident Assessment and Service Plan is followed
- Attends family conferences;
- Understands roll in the Safety & Disaster Plan.
- Performs other duties as assigned.

General Responsibilities:

1. Follows facility policies and procedures and federal / state regulation.
2. Participates in facility quality management program.
3. Follows oral and written instructions accurately.
4. Keeps supervisor informed of work priorities and problems.
5. Responds appropriately to emergency situations and disasters.
6. Provides a safe environment for patients, visitors and staff.
7. Assures security of environment to prevent exit of wandering residents. Implement the facility procedure for elopement if any resident leaves the facility without permission.
8. Follows facility standards relating to customer service.
9. Maintains confidentiality of residents and other work-related issues.
10. Assures that all residents are treated with respect and dignity.
11. Follows facility rules of conduct.
12. Attends in-service related to work and completes required in-service annually; attends outside classes to enhance role and professional standards, as appropriate.
13. Provides timely notification of illness/absences to appropriate supervisor following departmental policy and time line.
14. Attends facility meetings as assigned.
15. Follows dress code for work area.
16. Performs other duties as assigned.

SKILLS, ABILITIES AND EXPERIENCE

- Ability to perform nursing care per current community standard for long term care.
- Interact effectively with residents, visitors, administration, physicians, volunteers and staff;
- Knowledge of State and Federal laws and regulations governing Long Term Care
- Ability to read, write and speak English in a clear manner
- Ability to understand and respond appropriately to cultural diversity

EDUCATIONAL REQUIREMENTS/LICENSES/CERTIFICATES

- Graduate from an accredited nursing program.
- One or more years of long term care nursing experience as a licensed nurse.
- Currently licensed as LVN to practice in the State of California
- Basic Life Support (BLS) certification

EQUIPMENT/MACHINES/WORK AIDS

Routine equipment encountered in a hospital setting including:

Medication/Treatment carts	Suction machine	Oxygen
Concentrator	Hospital bed	Oxygen tank
Sphygmomanometer	Stethoscope	Thermometer
Otoscope	Ophthalmoscope	Enteral pump
Blood glucose monitor	EKG machine	Crash cart
Collapsible stretcher	Walker	Wheel chair
IV Pump	Nebulizer	Pager
Food gurney	Fire extinguisher	Calculator
Telephone	Computer/Peripherals	
Copy machine	Fax machine	

ENVIRONMENTAL CONDITIONS

Temperature controlled, indoor modular office space. Hazardous Environmental - possible exposure to human body fluids requiring use of Standard Precautions.

PHYSICAL REQUIREMENTS

- Standing - Frequently - up to 3 hours
- Walking – Frequently – up to 4 hours
- Sitting - Occasionally - up to 1 hour
- Lifting – Occasionally – over 50 lbs.
- Bending – Occasionally – up to 30 minutes
- Lying - Never
- Twisting – Occasionally – up to 30 minutes
- Reaching/Stretching -Occasionally – up to 30 minutes
- Pushing, Pulling, Dragging - Frequently – 5 hours – 50 lbs. – 350 feet
- Climbing – Occasionally – up to 30 minutes
- Balancing - Occasionally – up to 5 minutes
- Kneeling/Crouching/Squatting – Occasionally – up to 15 minutes
- Use of feet (other than walking) – Occasionally – up to 30 minutes per day
- Use of hands – Requires simple grasping, firm grasping, or fine manipulation with

dominant/non-dominant hand or both hands.

- Hearing – Requires the ability to hear at close proximity (0-5 feet), requires the ability to hear at a distance (up to 20 feet) and the ability to hear in both ears.
- Vision – Requires clarity of vision at 20 inches or less, clarity of vision at 20 feet or more and accommodation of eye to focus clearly at varying distances.

This job description has been developed to identify some of the duties and responsibilities of this position. It is not intended to limit or encompass all duties and responsibilities of the position.

MHC at its sole and absolute discretion, expressly reserves the right to modify, supplement, delete or augment the duties and responsibilities specified in this and all job descriptions.

ACKNOWLEDGMENT

I have read the above requirements and duties of the position and by my signature as noted below hereby accept these conditions of employment of the Masonic Home at Union City.

Employee

Supervisor

Date Signed

Date Signed