

## Website Posting for Licensed Practical Nurse (LPN)

### Position Summary

Under the supervision of the Director of Nursing, the Licensed Practical Nurse (LPN) is responsible for managing the medical needs of individuals receiving services.

### Position Responsibilities

- Evaluates needs of individuals served, assuring individuals have appropriate medical appointments including but not limited to primary care physician visits, dental exams, specialty consults, physical therapy, and laboratory testing.
- Ensures individuals served attend necessary appointments by communicating with the Program Managers and CTH Coordinators.
- Communicates with Nursing and Residential staff concerning individual illnesses, concerns, or medication changes.
- Contacts families/guardians for assigned individuals regarding appointment scheduling, outcomes of appointments (including medication changes), and health concerns.
- Reviews Physician's Order Sheets and Medication Administration Records for accuracy monthly for assigned individuals.
- Ensures that all new orders for assigned individuals have been transcribed correctly in the Medication Administration Record at the residence.
- Communicates with Medication Coordinator to ensure that a continuous supply of medication is available, and that all new orders are started within 24 hours.
- Ensures test results and ordered follow-ups have been communicated with the ordering health care provider, and that recommendations for any order change have been followed.
- Provides support to residences and advises staff on appropriate treatment and care.
- Uses developmentally appropriate teaching methods to instruct staff, individuals served, and families based on identified health needs.
- Maintains medical charts for assigned individuals, ensuring that all documentation is accurate and complete, and that all records have been filed appropriately.
- Maintains consumer confidentiality according to the HIPAA.
- Documents medication error(s) according to policy.
- Completes other duties as assigned by the Director of Nursing/ADON.

### Essential Skills and Experience

- Graduate of accredited practical nurse or vocational nursing program with current LPN license held in good standing with the South Carolina State Board of Nursing or
- Licensed Practical Nurse with current certification and in good standing with American Medical Technologist Board of Directors.
- Current CPR & first aid certification
- Valid SC driver's license
- Demonstrates the ability to work effectively with others.
- Behaves in a professional and ethical manner, using appropriate professional judgment during stressful periods of time.

- Prioritizes and manages time effectively to assure completion of assigned duties.
- Displays positive interactions with coworkers, individuals served, and families.
- Promotes an environment of care.
- Prior experience in the health-related field and individuals with developmental disabilities preferred

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