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# Rewarding LPN Career

AT ARC OF ACADIANA.

Earn \$23 Per Hour!



## Part-Time Licensed Practical Nurse

FLEXIBILITY | CONSISTENT SCHEDULING | LIGHTER CASE LOADS

If you're looking to supplement your workweek with a job that offers the predictability of a consistent schedule paired with a lighter case load compared to most hospitals and care facilities, this role might be perfect for you. Our part-time LPNs enjoy a relaxed work environment, select benefits and the freedom you need to pursue other interests and manage other jobs.

## Job Duties

### Charting and Documentation

- Receive telephone orders from physicians and record on appropriate form.
- Transcribe physician's orders to resident charts, medication cards and treatment/care plans, as required.
- Chart nurses' notes in an informative and descriptive manner that reflects the care provided to the resident, as well as the resident's response to care.
- Record new/changed diet orders.
- Perform routine charting duties as required and in accordance with established charting and documentation policies and procedures.
- Sign and date all entries made in the resident's medical record.

### Medication Administrative Functions

- Prepare and administer medication as ordered by the physician.
- Verify the identity of the resident before administering the medication/treatment.
- Verify that prescribed medication for one resident is not administered to another.
- Verify that adequate supply of floor stock medications, supplies and equipment is on hand to meet the nursing needs of the residents. Report additional needs to the Nurse Supervisor.
- Order prescribed medications, supplies and equipment as necessary, and in accordance with established procedures.
- Verify that narcotic records are accurate for your shift.
- Notify the Nurse Supervisor of all drug and narcotic discrepancies noted on your shift.
- Review medication cards for completeness of information, accuracy in the transcription of the physician's order and adherence to stop order policies.
- Immediately notify the Nurse Supervisor and attending physician of any medication administration errors.

### Nursing Care Functions

- Deliver and maintain optimal resident care and comfort by demonstrating knowledge and skills of current nursing practices.
- Promptly respond to resident needs.
- Make rounds with physicians, as necessary.
- Consult with the resident's physician in providing the resident's care, treatment, rehabilitation, etc., as necessary.
- Review the resident's chart for specific treatments, medication orders, diets, etc., as necessary.
- Make periodic checks to confirm that prescribed treatments are being properly administered by DSPs and to evaluate the resident's physical and emotional status.
- Administer professional services such as: catheterization, tube feedings, suction, applying and changing dressings/bandages, packs, colostomy, and drainage bags, taking blood, giving massages and range of motion exercises, etc., as required.
- Review care plans daily to confirm that appropriate care is being rendered.

### Additional Duties

- Attend in-service education programs in order to meet facility educational requirements.
- Be familiar with Standard Precautions, Fire Drill and Evacuation Procedures and know how to use the information.
- Maintain confidentiality of resident and facility records/information.
- Protect residents from neglect, mistreatment and abuse.
- Others as directed by the supervisor or administrator.

### Minimum Qualifications:

- Licensed Practical Nurse with current state license.
- Excellent technical, assessment and documentation skills.
- Good leadership qualities.
- Organized and detailed in work performance.
- Good communication skills with excellent self-discipline and patience.
- Genuine care and interest in helping elderly and disabled people in a residential facility.

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