



JD032

Administrative Policy

Job Description: Licensed Nursing Assistant (LNA)

Approved: June 5, 2000

Revised: June 5, 2002

Howard Chandler
Executive Director

Susan Smith
Administrator

LICENSED NURSING ASSISTANT (LNA)

A. REPORTING REQUIREMENT

The Licensed Nursing Assistant (LNA) reports directly to the Nurse Manager.

B. GENERAL SCOPE

LNA must be licensed by the State of New Hampshire and practice within the scope of that licensure. Position involves working with the elderly and assisting them in reaching their highest practicable level of physical, mental, and psychosocial functioning. The LNA functions under the director of the Nurse Manager. The LNA is expected to support and promote the Mission of the Taylor Community, provide quality Resident Care and advocate for Resident needs.

C. DUTIES AND RESPONSIBILITIES

1. Follow standards of practice in the performance of Resident Care.
2. Implement the Nursing Care Plan and perform tasks and duties intended to maintain Resident health and independence as directed by the Nurse Manager.
3. Observe and assess the Resident's clinical condition as directed by the Nurse Manager. Recognize changes in Resident condition and communicate those changes directly to the Nurse Manager.
4. Assist with activities of daily living, including providing total care as directed by the Nurse Manager.
5. Document daily Resident care as required by the Taylor Community.

6. Recognize Resident physical, emotional, social, and activity needs and facilitate participation in programs designed to meet those needs.
7. Maintain a safe and pleasant environment for the Resident.
8. Assist with laundry and housekeeping duties.
9. Demonstrate willingness and flexibility to cover unassigned shifts/rotate shifts as requested.
10. Participate in CQI projects and meetings as assigned.
11. Participate in Activity Programs and 1:1 activities with designated Residents.
12. Notify the Nurse Manager of the need for additional supplies and equipment.
13. Maintain current LNA license within the State of New Hampshire and complete necessary continuing education credits to maintain that license.
14. Perform additional responsibilities and tasks as assigned by or requested within the LNA Scope of Practice.
15. Maintain compliance with Taylor Community employee expectations for health and safety.

D. PHYSICAL REQUIREMENTS

1. Finger and hand dexterity to handle and manipulate instruments and equipment.
2. Visual and aural acuity to detect and report changes in Resident conditions.
3. Ability to communicate in English, and comprehend written and verbal information to and from others.
4. Ability to climb stairs and physically assist with the evacuation/transfer of Residents as conditions warrant.

The maximum physical demands for all the job functions that are performed are as follows:

Job Requires:	Continuous	Frequent	Occasional					
Part of the day	100-67%	66-34%	33-1%					
Based on 8 hr shift	321-480 min	163-316 min	48-158 min	Job requires:				
Bending		X		Maximum lifting/carrying: 30 lbs.				
Kneeling			X	Frequent lifting/carrying: 15 lbs.				
Squatting			X	Ability to Push (Rolling): 50 lbs.				
Climbing			X	Ability to Pull (Rolling): 50 lbs.				
Standing	X			Does Job Require Repetitive Motion? Yes				
Walking	X				Wrist	Elbow	Shoulder	Wrist
Sitting	X			Right	X	X	X	X
Reaching	X			Left	X	X	X	X
Driving			X					
Fine Motor Skills	X							

E. WORKING CONDITIONS

1. Possibility of cuts or minor injuries from instruments or equipment.
2. Possibility of exposure to communicable diseases and infections.
3. Possibility of injury from transferring, repositioning, ambulating, or lifting Residents, and/or injury from Residents exhibiting aggression.
4. Subject to moving furniture and supplies.
5. Subject to exposure to latex.

6. May be subject to exposure to electrical, mechanical, chemical, infectious or biohazards.

F. DRESS CODE

1. The LNA is expected to present a clean and professional appearance at all times.
2. Taylor Community nametag must be worn while working.
3. White uniform is not required. "Street clothes" with or without lab coat are acceptable. The wearing of jeans, tight fitting pants, stirrup pants, revealing or sleeveless blouses or dresses, jogging suits, sweat suits, tee shirts, or shorts worn greater than 3" above the knee is not permissible.
4. The wearing of costumes or special outfits is permissible during planned theme activities.
5. Jewelry, fingernails, and hair must not interfere with job function, performance, or infection control practices.
6. Shoes must be clean and in good repair. Shoes must provide good foot support and traction on carpet and linoleum. Open toed shoes, sandals, or boots are not acceptable. Heels are to be no more than 1" in height.
7. Stockings, socks or panty hose are to be worn.
8. Make-up and perfume must be subtle and non-offensive to others.
9. Body art/body piercing (with the exception of ears) may not be visible during working hours.

G. EDUCATION AND PERSONAL SPECIFICATIONS

1. Licensed Nursing Assistant licensed by the State of New Hampshire.
2. One year experience in long-term care or related health field is preferred.

H. COMPUTER SKILLS

Will be trained on job as necessary.

I. SCHEDULE

As determined by Supervisor.

Expectations for On Call Status - It is expected that the LNA be available to work a minimum of one (1) shift per month and be available to work on short notice. Inability to work one (1) shift per month or declining three (3) consecutive requests to work may result in termination of employment.

J. SALARY RANGE

Commensurate with experience.

K. REVISION HISTORY

08/06/01 Added paragraph under Section I relative to on call status.
06/05/02 Changed CNA to LNA.