



**BROAD ACRES  
& COUNTRY TERRACE**

## JOB DESCRIPTION

# LPN & LVN UNIT MANAGER

Under the supervision of the ADON/DON, a LPN Unit Manager performs as a licensed care giver and assumes responsibility and accountability for assigned residents/patients on an assigned unit. Nursing care is provided through coordination, implementation, and evaluation of the resident's/patient's plan of care. The LPN/LVN adheres to the standards of care for the area, manages the environments to maintain resident/patient safety, and monitors the resident/patient care activity performance by nursing assistants. Follows all Broad Acres policies and procedures. Performs duties as defined by the State Nurse Practice Act.

**REPORTS TO:** ADON/DON

**REPORTING SUMMARY:** Oversees all nursing staff in an assigned unit.

## ESSENTIAL FUNCTIONS

- Supervising Responsibilities.
  - Makes daily work assignments
  - Directs the work of employees.\*
  - Schedules lunch and rest breaks.
  - Authorizes early departure from work.
  - Authorizes overtime.
  - Reassigns employees from one area to another area as facility needs dictate.
  - Prepares written evaluations of assigned employees.
  - Enforces facility policies with authority to issue Disciplinary Action Reports as needed.
  - Authority to suspended employees for rules violation.
  - Initials time records to authorize variances.
  - Interviews applicants that will be assigned to his/her area of responsibility.
  - Receives and handles employee complaints.
  - Participates in training programs and assists in orientation of new staff.\*
- Provides the following nursing functions.
  - Makes frequent rounds to monitor resident/patient conditions and to ensure nursing personnel are performing their work assignments in accordance with acceptable nursing standards.\*
  - Provides direct resident/patient care, including medication administration. Makes observations, records and reports to the appropriate person any symptoms, reactions and changes in resident/patient condition.\*
  - Reviews care plans daily to ensure that appropriate care is being given.
  - Keeps physician informed of resident/patient conditions. Requests RN assessment of resident/patients when needed.
  - Receives and transcribes physician's order to resident/patient charts, Medication Administration record ("MRA"). Treatment/care plans, as required.
  - Charts nurses notes in an informative and descriptive manner reflecting the care provided and the resident's/patients response to that care.
  - Gives/receives nursing report.
  - Completes all reports and forms as required.
  - Participates in Interdisciplinary Plan of Care ("IPOC") meetings as requested.
  - Follows all controlled drug policies and procedures as required.
  - Follows locked medication room and medication cart policies and procedures as required.
  - Ensures assigned work areas are maintained in a clean and sanitary manner.
  - Assures charges are accounted for on all chargeable items.
  - Documents all pertinent data as required by Medicaid, Broad Acres standards and policies.
  - Collects data for completion of assessments by RN
- Complies with laws and regulations applicable to position and acts in accordance with Broad Acres Services, Inc.'s Corporate Compliance Program.\*
- Treats all residents, visitors, and staff with courtesy.
- Attends and participates in in-service training, performance improvement ("PI") committees and other meetings as scheduled and directed.\*
- Follows facility dress and hygiene policies.
- Safety
  - Knows and follows facility rules.
  - Demonstrated proper use of equipment. Reports equipment needs or repairs.\*
  - Follows facility smoking policies.
  - Reports and documents any incidents or accidents of residents/patients, as assigned in Facility Disaster Plan.
  - Uses required protective equipment.

- Follows infection control standards, policies and procedures.
8. Resident Rights
- Knows resident rights. Helps the residents exercise and/or protect their rights.
  - Reports resident/patients complaints to management.
  - Maintains confidentiality of residents/patient information.
9. HIPAA
- Follows and adheres to Broad Acres policies and procedures implanting HIPAA requirements for the

- privacy and security of protected health information.
- Uses and/or discloses only minimum amount of Protected Health Information necessary to compete assigned tasks (applies only if position requires access to PHI under Role Based Access).
- Reports all suspected violation of Company's HIPAA policies or procedures to Facility Privacy Designee.

---

## OTHER DUTIES:

- Performs other duties as directed by facility management.\*
- Participates in all-hands dining.
- Works overtime, holiday and weekend hours as scheduled.\*

---

## MINIMUM QUALIFICATIONS

---

**EDUCATION:** Licensed in the State of Pennsylvania as a LPN.

---

**EXPERIENCE:** Experience in giving medications to a large group of residents.

---

**SKILLS, KNOWLEDGE AND ABILITIES:** : Able to use necessary supplies and equipment (feeding pumps, oxygen, treatment trays, medication care, etc.) Able to calculate drug dosage. Meets all health requirements imposed by law. Ability to relate positively, effectively, and appropriately with residents, families, community members, volunteers and other facility staff. Able to read, write, speak and understand English. Demonstrates basic computer knowledge and ability with an aptitude to learn company applications.

Microsoft Office version 1997, 2000 or XP, MS Word, E-mail, Outlook, Internet Explorer.

---

**ENVIRONMENTAL AND PHYSICAL REQUIREMENTS:** The Responsibilities of this position involve significant physical activities including standing, lifting (up to 60 pounds unassisted), bending, stopping, pushing, pulling and twisting. The tasks on this position description marked with an asterisk (\*) are those that regularly require these physical activities. All employees of nursing homes may be required to provide lifting and transfer assistance to residents. Lifting and/or transferring some residents will require use of a lifting device and / or assistance of other staff.

This description has been prepared to assist in evaluating various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty required of positions given this classification. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the Company. The Company retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.

---

Employee Signature

---

Date