
POSITION DESCRIPTION

Job Title:	LPN / LVN WOUND TREATMENT NURSE	Effective Date: 05/01/06
		Revised: 11/2016

The LPN/LVN Wound Treatment Nurse is also required to comply with the job requirements of an LPN/LVN and therefore the Wound Treatment Nurse should review the LPN/LVN job description in detail.

Summary Description:

To deliver wound treatment and nursing care to patients/residents residing in the facility.

Essential Duties and Responsibilities:

1. Works under direct supervision using the state specific Nurse Practice Act, Company Standards of Care, Standards of Practice, and nursing judgment.
2. Delivers wound and nursing care to patients/residents residing in the facility.
3. Collects patient/resident data, makes observations, and reports pertinent information related to the wound care of the patient/resident.
4. According to state-specific regulations, implements the patient/resident plan of care and collects data to assist in the evaluation of the patient/resident.
5. Maintains knowledge of necessary documentation requirements.
6. Maintains knowledge of equipment set-up, maintenance and use.
7. Maintains confidentiality and patient/resident rights regarding all patient/resident/personnel information.
8. Provides patient/resident/family/caregiver education as directed.
9. Conducts self in a professional manner in compliance with unit and facility policies.
10. Performs screening assessments, develops preliminary care plans and coordinates/performs clinical evaluations to assure resident safety.
11. Safety concerns are identified and appropriate actions are taken to assure patient safety.
12. Works rotating shifts, holidays and weekends as scheduled.
13. Initiates emergency support measures (i.e., CPR, protects patients/residents from injury).
14. Data Collection
 - A. Admission and routine patient/resident observation notes are completed and accurately reflect the patient's/resident's status.
 - B. Documentation of observations are complete and reflect knowledge of unit documentation Standards of Practice.
 - C. Collects data for the nursing and wound care assessment.
 - D. Completes the wound care documentation per Standards of Practice.

- E. Changes in patient's/resident's wound condition are reported appropriately and in accordance with facility policy and procedure.
- 15. Planning of Care
 - A. Contributions to the formulation/review of nursing care plans are made for assigned patients/residents monthly and otherwise as appropriate.
 - 1. Pertinent nursing problems are identified, specific to the care of the patients/residents wounds or skin care issue.
 - 2. Goals are stated.
 - 3. Appropriate nursing orders are recommended.
- 14. Evaluation of Care – According to state-specific Scope of Practice
 - A. Observations related to the effectiveness of nursing interventions and wound care are reported as appropriate and documented in the progress notes.
 - B. Care Plans:
 - 1. Evaluation of the care plan (e.g. specific to wound care) is noted monthly or as indicated.
 - 2. Contributions to care plan revision are made as indicated by the patient's/resident's status.
- 15. General Patient/Resident Care
 - A. Patient/Resident is approached in a kind, gentle and friendly manner. Respect for the patient's/resident's dignity and privacy is consistently provided.
 - B. Interventions are performed in a timely manner.
 - C. Independence by the patient/resident in activities of daily living is encouraged to the fullest extent possible.
 - D. Treatments are completed as indicated.
 - E. Identifies high risk residents per Standard of Practice and evaluates preventative care measures in place for the prevention of skin breakdown/wound development. Obtains orders for preventative measures as appropriate.
 - F. Safety concerns are identified and appropriate actions are taken to maintain a safe environment.
 - 1. Data for skin and wound assessment is collected and documented per Standard of Practice.
 - G. Emergency situations are recognized and appropriate action is instituted.
 - H. All emergency equipment can be readily located and operated (emergency oxygen supply, drug box, fire extinguisher, etc.).
- 16. Patient/Resident Education/Discharge Planning
 - A. Patient/Resident/Family teaching is conducted according to the nursing care plan.
 - B. Active participation in patient/resident skin and wound care management is evident.
- 17. Adherence to Facility Procedures
 - A. Facility Standard of Practice manuals or reference materials are utilized as needed.
 - B. Procedures are performed according to method outlined in the Standards of Practice manuals.
 - C. Body substance precautions and other appropriate infection control practices are utilized with all nursing interventions.
 - D. Safety guidelines established by the facility (i.e., proper needle disposal), are followed.

18. Documentation
 - A. Documentation is completed per facility standard on appropriate form(s)
 - B. Wound care documentation completed per facility standard.
 - a. Only approved abbreviations are utilized.
 - b. Skin observations are treated as ordered.
 - c. Records measurements and descriptions of wounds.
 - d. Tracks wounds weekly.
 - e. Documents wounds response to treatments and obtains changes in orders when deemed necessary.
 - C. Assists physical therapist, Wound, Ostomy and Continence Nurses (WOCN), and physicians with wound care as required.
 - D. Reviews Registered Dietitian notes regarding nutritional intake and needs as applies to wound healing.
 - E. Prepares for and attends Standard of Care meetings to discuss patient's/resident's progress.
 - F. Updates care plans as applicable.
19. Coordination of Care
 - A. Co-workers are informed of changes in patient/resident skin/wounds conditions noted during care.
 - B. Information is relayed to other members of the health care team (i.e., physicians, respiratory therapy, physical therapy, social services, etc.) and the resident's/patient's family contact in accordance with facility policy and procedure.
20. Leadership
 - A. Assistance, direction and education are provided to unit personnel and families.
 - B. Problems are identified, data are gathered, solutions are suggested, and communication regarding the problem is appropriate.
 - C. Transcription of all orders is checked.
 - D. All work areas are neat and clean.
21. Communication
 - A. Staff meetings are attended, if on duty, or minutes read and initialed if not on duty.
 - B. Noted skin/wound concerns are reported to the oncoming shift as required.
 - C. Incident reports are completed accurately and in a timely manner.
22. Professionalism
 - A. Decisions are made that reflect knowledge and good judgment, and demonstrate an awareness of patient/resident/family/physician needs.
 - B. Awareness of own limitations is evident and assistance is sought when necessary.
 - C. Adheres to dress code.
 - D. Attends committee meetings (if assigned). Reports related to the committee are given during staff meetings.
 - E. Responsibility is taken for own professional growth. All mandatory and other in-services are attended annually.
 - F. Organizational ability and time management is demonstrated.
 - G. Confidentiality of patient/resident is respected at all times (i.e., when answering telephone and/or speaking to co-workers).
 - G. Professional behavior is demonstrated.
23. Human Relations

- A. A positive working relationship with patients/residents, visitors and facility staff is demonstrated.
 - B. Authority is acknowledged and response to the direction of supervisors is appropriate.
 - C. Time is spent with patients/residents rather than other personnel.
 - D. Co-workers are readily assisted as needed.
24. Cost Awareness
- A. Supplies are used appropriately.
 - B. Charge stickers (or charge system) are utilized appropriately.
 - C. Minimal supplies are stored in the patient's/resident's room.

Other Duties:

- 1. Participates in the identification of staff educational needs.
- 2. Serves as a preceptor, as delegated, for new staff.
- 3. Maintains patient/resident care supplies, equipment and environment.
- 4. Participates in the development of facility nursing objectives.
- 5. As this job description is not intended to be all-inclusive, the employee will be expected to perform other duties as assigned.

Standard Responsibilities:

- 1. Supports the Facility.
- 2. Is knowledgeable of patient/resident rights and promotes an atmosphere which allows for the privacy, dignity and well-being of all residents in a safe, secure environment.
- 3. Supports, cooperates with, and implements specific procedures and programs for:
 - A. Safety, including precautions and safe work practices, established fire/safety/disaster plans, risk management, and security, report and/or correct unsafe working conditions, equipment repair and maintenance needs.
 - B. Confidentiality and privacy of all data, including patient/resident, employee and operations data.
 - C. Compliance with all regulatory requirements.
 - D. Compliance with current law and policy to provide a work environment free from harassment and all illegal and discriminatory behavior.
- 4. Supports and participates in common teamwork:
 - A. Cooperates and works together with all co-workers; plan and complete job duties with minimal supervisory direction, including appropriate judgment.
 - B. Uses tactful, appropriate communications in sensitive and emotional situations.
 - C. Reports complaints, problems and concerns regarding co-workers, management or residents in accordance with company policy.
 - D. Promotes positive public relations with patients, residents, family members and guests.
 - E. Completes requirements for in-service training, acceptable attendance, uniform and dress codes including personal hygiene, and other work duties as assigned.
- 5. Agrees to comply with the Standards of Conduct.

Employment Standards:

- Education: Graduation from a basic educational program in practical (vocational) nursing.
- Experience: A minimum of one year wound or long-term care preferred. Is able to differentiate and identify various types of wounds. Knows various wound products and appropriate usages.
- License/Other: Must have current license to practice profession in state. Must have a reliable source of transportation.

Working Conditions:

Works in office areas as well as throughout the facility. Must be able to move about intermittently during working hours including standing, lifting, bending, stooping, twisting, pushing, and pulling with or without accommodation. Must be able to read, write and speak the English language. Must be able to transfer residents and assist in emergency evacuations. Interacts with residents, family members, staff, visitors, government agencies/personnel, etc., under all conditions/circumstances. Must be able to relate and work with the disabled, ill, elderly, emotionally upset and at times, hostile people within the facility. May be involved in community/civic health matters/ projects. May be exposed to infectious waste, diseases, conditions, etc., including exposure to the AIDS and hepatitis B viruses. Must be able to effectively communicate with the management staff, medical staff, nursing staff, and other unit supervisors. Maintains a liaison with residents, their families, support staff, etc. to assure that the residents' needs are continually met.

Receipt and Acknowledgment:

I acknowledge and understand that:

Receipt of the job description does not imply nor create a promise of employment, nor an employment contract of any kind. My employment is contingent upon acceptable job performance at all times.

The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations that would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.

This job description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under his/her direction. Job duties,

tasks, work hours and work requirements may be changed at any time. I agree to follow the instructions and duties as directed by management.

Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations.

I have read the above position description and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements set forth.

Employee Signature

Date

Manager/Supervisor Signature

Date