



# UNITED COMMUNITY OPTIONS OF MIAMI

## EMPLOYEE JOB DESCRIPTION

NAME: \_\_\_\_\_

DEPARTMENT: GOLDEN GLADES

POSITION: LPN

DATE EMPLOYED: \_\_\_\_\_

<b>Specific Duties &amp; Responsibilities</b>	
1) Provide daily direct respiratory services to GH#3 children & adults upon orders of a physician.	
2) Reads Respiratory communication book/Respiratory Communication book daily for any changes.	
3) Inspection of equipment daily (broken, plugs or exposed wires etc.) maintenance assessment and troubleshooting of respiratory equipment to make it work properly.	
4) Follows infection control protocol as per Policy & Procedure/daily assignment.	
5) Reports any changes in the respiratory status of consumers to charge nurse (trach collar, lacerations to neck, secretion color, trach changes, and distress etc., giving feedback to charge nurse and Director.	
6) Assesses consumer's necks for any open areas or wounds around the neck area and report	
7) Change Ballard's every 3 days as per policy, initial and write date on Ballard sheet	
8) Report to charge nurse if Ballard's not available.	
9) Make sure Face and Oral Care of clients are done by wiping face and cleaning mouth as per policy.	
10) Completes daily respiratory flow charting documentation as required.	
11) Completes ventilator charting, date, and initial and make sure settings are correct.	
12) Cleaning of inner cannulas as per policy daily with control 3, dry, place in zip lock bag, label with client initial and date. Do not throw away. Reuse inner cannula by washing and disinfecting it and dry well.	
13) Assess taking ventilator apart and know what each alarm means when beeping.	
14) Assist DSI's in handling, transporting and positioning the clients.	
15) Interacts with consumers in an appropriate and positive manner, fostering independence.	
16) Follows and/or supports behavioral interventions as recommended.	
17) Changes Control 3 every two weeks (bathroom, nurse station) rotating with other RT therapists (Date and Initial).	
18) When transporting ventilator clients, make sure you are transporting the clients on O2. Vent must be off and place circuits in plastic bag when transporting to the designated area.	
19) Make sure ventilator and concentrator are plugged in the wall socket and it is on, check PT trach to make sure it is in the patient's neck before leaving the room.	
20) Changes trachs and make sure client doesn't have any plugs, trach airway is clear as per scheduled on MAR, Nursing Kardex & PRN. Reuse old trach PRN by washing and disinfect.	
21) Monitor O2 Saturations, Check Dr. orders, verify trach size.	
22) Make sure clients have Velcro strap around their body to hold the circuits in place.	
23) Reports to the charge nurse when Respiratory medication is needed-Nurse will order.	
24) Keeps Respiratory closet #1 organized.	
25) Checks ventilator Q2 hours/drain tubing as per policy & procedure.	
26) Check ventilator settings as per policy and procedures and Doctor Orders.	
27) Infection Control of Ventilator (Wipe vents & cables with Clorox wipes) /Change corrugated tubing once a month (PRN) and check for leaks.	
28) Reports to Administrator, when equipment is broken, by writing an Unusual Incident Report (UIR).	
29) Reports to Administrator/ Director/Infection Control staff when respiratory supplies needed.	
30) Make sure Nebulizers that are being used are cleaned after each use, dried and placed back into dry zip lock	

bag with client's initials and date.
31) Cleaning of flovent as per policy, label and initial, place in zip lock bags.
32) Changing of nebulizer once a month, label, date and place in a zip lock bag.
33) Make sure CPT Vest is washed 1x a week on your shift.
34) Reads Respiratory Kardex Daily for any changes on consumers before beginning tx's.
35) Make sure ventilator humidifier water is cleaned and water is changed daily.
36) Reviews respiratory Policy & Procedure manual, as needed.
37) Assess vital signs before and after tx's.
38) Cleans & Disinfects Bedside tables and wipes equipment down on top of tables.
39) Assessment of O2 amount before and after and document on appropriate O2 sheet.
40) Check all Oxygen tanks before and after to make sure tanks isn't empty for next shift.
41) Refill bottles of water for the 50 PSI Compressor and fills water bags with distilled water for ventilators, making sure each client has sufficient water for next shift.
42) Analyze O2 for Concentrator Daily.
43) Know how to suction properly and not to go down to deep in client's tracheostomy.
44) Required to attend In-services and Staff meeting.
45) Know how to prepare appointment bag for each client's weekly appts. Place all required items in suction bag.
46) Learn to use I-Stat machine on a regular basis and become more aware of why we use it (Blood Gas)
47) Follows Policy and Procedure list for Infection Control posted in lounge daily (Infection Control paper attached).
48) Follows assigned weekly assignments as posted, by checking off when each assignment is completed.

## SPECIFIC DUTIES & RESPONSIBILITIES

Job Title: LPN-ONCALL

Supervisor: DIRECTOR

Dept/Div.: GOLDEN GLADES/DIV. 131

XX Non-Exempt hourly Exempt (salaried)

### Computer Related Duties and Responsibilities ---Self Assessment

The purpose of this section is to act as a reminder of UCO's policies that will maximize effectiveness and efficiency of employee's computer and UCO's network. Following these guidelines will protect the valuable information in our computers and save time and resources for you and the IT department. Identify items that need to be a Goal(s) and indicate if you need training.

1 Electronic media is not be used for discriminatory, harassing or obscene communications, personal gain, advancement of individual opinions, or for any other purpose which is illegal or against agency policy or UCO's interest.

2) Employee does not...

- Transmit, retrieve, download or store derogatory, offensive, defamatory, etc. messages or images.
- Make threatening or harassing statements to another employee, client or outside party.
- Transmit, retrieve, download or store messages relating to Equal Opportunity protected categories (race, sex, etc.).
- Send or receive copyrighted or confidential materials without prior authorization.
- Solicit personal business opportunities or personal advertising.
- Gamble, monitor sports score or play electronic games.
- Use a code, access a file, retrieve stored information or disseminate information unless authorized to do so
- Upon termination, no employee shall remove any software or data from agency computers.

3) Employees does...

- Utilize the TCG Helpdesk helpdesk@ucpsouthflorida.org or call 1-866-950-9870 for assistance
- Check their e-mail at least twice each work day.
- Utilize encryption software to send protected messages
- Properly log-off their computers at the end of their shift, unless instructed otherwise.

4) The standard best practices below are observed and practiced:

- Protect system by not opening unsolicited emails or downloading freeware or listening to or downloading streaming video
- Review junk email daily or at least weekly in order to "unjunk" emails or move to in box that you want keep
- Protect confidential and information by saving to H drive personal user file and not C drive
- Purge files in H drive personal user file and emails periodically to save space;
- Use scan feature and printing to copy machine if available
- Internet use—plan sessions to be as efficient as possible and closes site when leaving the computer
- Restrict internet usage to visiting sites that are related to official work and or work related professional interests; doesn't use internet for personal business, use streaming banners, listen to iTunes, Limewire, or other music and file sharing websites; access Youtube, Face Book or My Space, play games
- Keep computer equipment clean and protected from damage
- Do not download or install any type of software without prior authorization from the IT Department. This includes desk top screen savers.
- If you suspect you have a virus or malware, turn off your computer and notify the IT Department immediately.
- Do not share or leave passwords that can be easily found by others and lock work station
- Do not disconnect or move your computer without prior authorization from the IT Department.
- Lock workstation (Alt-Control-Delete) when you step away from your computer to prevent unauthorized access. Do NOT turn off your system at the end of the day, lock and leave running
- Use standardized email signature format for emails (name, title, corporation name, program name or department (optional) address, phone number, fax number, confidentiality statement); don't use personalized backgrounds, pictures, quotes etc

5) All UCO computers, e-mail and Internet access are the agency's property to be used solely for agency business. All software, data collected and data created is also agency property

6) UCO reserves the right to monitor and review all information created and/or communicated by its employees via electronic media; copy and/or disclose any information in our system to law enforcement officials or other third parties

7) Violations of this policy may result in disciplinary action up to and including termination.

8) Employees may be subject to criminal prosecution and/or substantial monetary penalties for violations of this policy. UCO reserves the right to change this policy at any time.

**SPECIFIC DUTIES & RESPONSIBILITIES**

Job Title: LPN ONCALL  
Supervisor: DIRECTOR  
Dept/Div.: GOLDEN GLADES/DIV. 131  
XX      Non-Exempt hourly Exempt (salaried)     

**QUALIFICATIONS** :(Education/Experience/Licenses/Personal Characteristics) **Non-Exempt (Hourly) XX**  
**Exempt (salaried)**

**RN-ONCALL**  
**(POSITION)**

- 1. Registered Nurse, Licensed by the State of Florida
- 2. Two years' experience with the developmentally disabled and or//Pediatrics/Adults.
- 3. Willingness to provide total client care.
- 4. Ability to bend at the waist and lift up to 50 pounds.
- 5. A minimum of one year supervisory experience.

**JOB DESCRIPTION COMMITMENT:**

- A. I have read and am fully aware of all the responsibilities indicated in this position description, and I acknowledge the fact that I will be held accountable for insuring that all duties are carried out as deemed appropriate. The job description reflects the general details considered necessary to describe the principal functions of the job. It should not be construed as a complete description of all the work requirements that may be inherent to the job.
- B. As an employee of United Community Options, I understand that I am required to report to work (before, during and after) a period of civil unrest or natural disaster in accordance with the agency emergency procedures.
- C. As an employee of United Community Options, I am aware of and committed to a Drug Free Workplace.
- D. As an employee of United Community Options, I am aware of the reasonable risk of exposure and of the probability of exposure to blood borne pathogens relative to my specific job duties. I have been trained on the use, purpose and location of personal protective equipment (PPE) and may use additional PPE as I wish.
- E. As an employee of United Community Options, I understand I am required to comply with all safety and health related policies.

**SIGNATURES: Sign and Date at review meeting.**

_____	_____	_____	_____
Employee	Date	Supervisor	Date

_____	_____	_____	_____
Director	Date	Executive Director	Date