

Nursing Series: LPN

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| Knowledge of Work ...This category reflects on how well the nurse knows the job, and incorporates the principles of the DDS Mission into all aspects of work. Consider experience, education, specialized training, and how well the nurse uses these to reach goals and includes: demonstrating knowledge of current nursing practices and procedures, medical record systems, principles of delegation, community resources as applicable, communication, education and training, and the principles of quality assurance initiatives. | |
| Basic Nursing Principles and Practices Based on standards defined in <i>Nursing Practice Standards for the Licensed Practical/Vocational Nurse</i> , National Federation of Licensed Practical Nurses, Inc.; CT Nurse Practice Act, CGS Chapter 378; CT State Board of Examiners for Nursing, <i>Memorandum of Decision</i> , 1/89, LPN Scope of Practice | <ol style="list-style-type: none"> 1. Demonstrates knowledge of scope of practice while working under the directions of an RN through implementation of medical regimens, as demonstrated by: assisting with health care planning and implementation, basic medication administration (no IV push), making observations, physical assessments (up to what can be observed), collecting data, reporting, delegating, health counseling and teaching, and diagnosing human responses 2. Demonstrates knowledge of basic nursing skills including clinical knowledge of common health conditions and treatment interventions, especially those prevalent in MR/DD populations (e.g., seizure disorders, genetic syndromes, psychiatric disorders), as appropriate by the work setting, and as evidenced by competence in the following: <ul style="list-style-type: none"> • Health/Wellness promotion including routine screenings • Medication administration, physician orders, (e.g., MD, APRN, PA, DDS), pharmacology • Basic nutrition/diets including food preparation • Positioning and repositioning • Infection control, universal precautions • Feeding tubes, respiratory procedures, and other equipment and procedures methods, pumps, tubing, changing, care, etc. • Patient advocacy • Emergency response skills including triage and prioritization skills 3. Demonstrates knowledge of basic safety including: <ul style="list-style-type: none"> • Environmental issues (e.g., OSHA, physical plant, fire safety) • Use of equipment including adaptive equipment • Use of proper body mechanics 4. Demonstrates knowledge of life stages from birth to death <ul style="list-style-type: none"> • Developmental milestones • Age and gender appropriate health screenings • Relationships and sexuality • Death, dying, bereavement and grieving 5. Demonstrates knowledge of team process and roles of other interdisciplinary (IDT) members |
| Documentation As defined in DDS Nursing Standard 06-3 and Nursing Guideline 96'3; DDS Regional/STS procedures | <ol style="list-style-type: none"> 1. Demonstrates knowledge of basic documentation procedures including but not limited to the following as applicable: <ul style="list-style-type: none"> • Documentation standards (e.g., uses approved nursing notes' format; signing/dating/timing) • Health care plans • Physician orders (telephone, fax, documentation, transcribing, transferring to pharmacy, etc.) • Administration of medications (charting on MAR/Kardex correctly/legally) • Incident reporting (form #255, #255m) • All documentation required by DDS policies and procedures • Informed consent • Record retention • Use of CAMRIS and other computer skills as appropriate for setting/job • Use of approved abbreviations • Proper use of staff logs & internal communications • Licensing/certification requirements per setting 2. Demonstrates ability in assisting with written evaluations, assessments, and reports (e.g., compiling historical data, current health information, summaries, interagency documentation) 3. Demonstrates knowledge of the process for documenting family visits and LOAs |
| Delegation As defined in CT Board of Examiners for Nursing Declaratory Ruling – Delegation By Licensed Nurses to Unlicensed Assistive Personnel, April 5, 1995; DDS Nursing Standard 97.1 | <ol style="list-style-type: none"> 1. Demonstrates basic knowledge of delegation principles <ul style="list-style-type: none"> • Nurse Practice Act • CT Board of Nursing Declaratory Ruling April 5, 1995 – Delegation by Licensed Nurses to Unlicensed Assistive Personnel • DDS Policies & procedures re nursing delegation 2. Demonstrates knowledge of CT statute and DDS regulations for certification of unlicensed personnel to administer medications as applicable |
| Coordination of Community Resources | <ol style="list-style-type: none"> 1. Demonstrates knowledge of community resources and how to access community services (e.g., OT, PT, SLP, Psych, Resp, VNA, Hospice, Respite) as applicable 2. Demonstrates knowledge of entitlements, payment methods as applicable |

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| Training | <ol style="list-style-type: none"> 1. Demonstrates knowledge and implementation of basic presentation skills in providing training for staff as applicable in health mandates including but not limited to: <ul style="list-style-type: none"> • Medication administration • Health & safety • Signs & symptoms of illness • Nutrition, including eating/feeding • Positioning and repositioning • Data collection and reporting • Direct/personal care • Nurse delegated tasks 2. Demonstrates good verbal and written communication skills |
| Quality Assurance | <ol style="list-style-type: none"> 1. Demonstrates understanding of the LPN's role and responsibilities in issues of abuse/neglect 2. Demonstrates knowledge and proper implementation of <ul style="list-style-type: none"> • DDS regulations, policies, procedures, advisories, directives, work rules • Scope of practice (RN, LPN, Non-licensed) • Federal and state law including: <ul style="list-style-type: none"> - consent decrees - education law where applicable - guardianship (e.g., nurses responsibility – notification, etc.) - informed consent - ICF - confidentiality 3. Demonstrates knowledge of regional and statewide QA systems (e.g., bed safety audits) 4. Demonstrates knowledge of the legal requirements for disclosure of information to the IDT and other health providers |
| Mission Principles <ul style="list-style-type: none"> • Creates the Conditions under Which the DDS Mission is Carried Out... • Experience Presence & Participation in CT Town Life • Experience Opportunities to Develop and Exercise Competence • Experience Opportunities to Make Choices in Pursuit of a Personal Future • Experience Good Relationships with Family Members & Friends • Experience Respect and Dignity | <p>CREATES THE CONDITIONS</p> <ol style="list-style-type: none"> 1. Demonstrates knowledge of, participation in, and support for person centered planning (include assessing person's health needs in relationship to the environment) 2. Demonstrates knowledge of self advocacy 3. Demonstrates knowledge of self-determination <p>COMPETENCE</p> <ol style="list-style-type: none"> 4. Demonstrates knowledge of person's needs, goals, likes and dislikes, as well as cultural differences and preferences <p>CHOICE</p> <ol style="list-style-type: none"> 5. Demonstrates knowledge of the following principles: <ul style="list-style-type: none"> • Choice is a developmental need of all people • Choice must be balanced with reality, responsibility, and personal safety & safety of others (including health care choices, alternatives, practitioners, methods, etc.) • Choice requires decision-making skills <p>RELATIONSHIPS</p> <ol style="list-style-type: none"> 6. Demonstrates knowledge of the importance of relationships <p>RESPECT & DIGNITY</p> <ol style="list-style-type: none"> 7. Demonstrates knowledge of privacy and dignity issues 8. Demonstrates understanding that the workplace is someone's home and should be treated accordingly 9. Demonstrates knowledge of people's rights |

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| Quantity of Work ...reflects the volume of work including organizing and prioritizing work to meet individual, agency, and IDT needs, completing documentation procedures, completing tasks required for delegation, developing and accessing community resources, providing training and performing quality assurance tasks in a timely fashion | |
| Basic Nursing Principles and Practices Based on standards defined in <i>Nursing Practice Standards for the Licensed Practical/Vocational Nurse</i> , National Federation of Licensed Practical Nurses, Inc.; CT Nurse Practice Act, CGS Chapter 378; CT State Board of Examiners for Nursing, <i>Memorandum of Decision, 1/89</i> , LPN Scope of Practice | 1. Attends IDT meetings and other health care related meetings 2. Utilizes components of the nursing process within their scope of practice in the timely completion of assessments, evaluation reports, health care plans, and other reports as required 3. Administers medications within allotted time frames as required 4. Utilizes a variety of communication techniques in performance of duties 5. Assists in the coordination of health care and services 6. Participates in personal/direct care & provides oversight and monitoring for direct care |
| Documentation As defined in DDS Nursing Standard 96-3 and Nursing Guideline 96-3; DDS Regional/STS procedures | 1. Documents consistently, utilizing required formats, in areas including but not limited to nursing notes, health care plans, medication reviews, leave-of-absence forms, etc. 2. Completes all required documentation in a timely fashion 3. Uses staff logs & internal communication systems as required |
| Delegation As defined in CT Board of Examiners for Nursing Declaratory Ruling – Delegation By Licensed Nurses to Unlicensed Assistive Personnel, April 5, 1995; DDS Nursing Standard 97.1 | 1. Assists in the implementation of medication certification regulations for unlicensed staff as follows (as applicable): <ul style="list-style-type: none"> • Scheduling (training, on-sites) • Training & other incidental teaching 2. Assists with other nurse delegated tasks <ul style="list-style-type: none"> • Teaching/training • Monitoring & supervision |
| Coordination of Community Resources | 1. Accesses community resources where applicable, including but not limited to: <ul style="list-style-type: none"> • Medical appointments (schedule, accompany, follow-up) • Community services (e.g., PT, OT, Psych, VNA, Hospice, SLP) • Adaptive equipment and other supplies |
| Training | 1. Maintains DDS required training (PMT, BBP, CPR, abuse/neglect) 2. Assists in training staff in health related areas and individual-specific health topics 3. Assists with providing health care instructions to individuals, families, IDT members as directed |
| Quality Assurance | 1. Participates in DDS and regional QA systems (e.g., bed safety audits, psych med, mortality review) |
| Mission Principles <ul style="list-style-type: none"> • Creates the Conditions Under Which the DDS Mission is Carried Out... • Experience Presence & Participation in CT Town Life • Experience Opportunities to Develop and Exercise Competence • Experience Opportunities to Make Choices in Pursuit of a Personal Future • Experience Good Relationships with Family Members & Friends • Experience Respect and Dignity | CREATES THE CONDITIONS 1. Participates in and supports team process in the implementation of <ul style="list-style-type: none"> • Person-centered planning • Self-advocacy and self-determination • Health care planning – balancing person's health needs with mission principles COMPETENCE 2. Helps individuals develop skills needed for independence in areas such as but not limited to <ul style="list-style-type: none"> • Basic health knowledge and skills including self-medication when indicated • Accessing basic health care (community service systems) CHOICE 3. Supports people's choices in relationships, religion, health care alternatives, practitioners, etc., consistently 4. Supports diversity and cultural differences and preferences consistently RELATIONSHIPS 5. Promotes interactions with families, friends, and others as appropriate RESPECT & DIGNITY 6. Demonstrates respect and support for individual's rights, needs & preferences including dimensions of diversity, consistently |

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| Quality of Work ...is intended to measure how accurately and thoroughly the nurse performs in utilizing the nursing process within the LPN scope of practice, nursing documentation, implementing delegation, coordinating community resources, and training and quality assurance activities. | |
| Basic Nursing Principles and Practices Based on standards defined in <i>Nursing Practice Standards for the Licensed Practical/Vocational Nurse</i> , National Federation of Licensed Practical Nurses, Inc.; CT Nurse Practice Act, CGS Chapter 378; CT State Board of Examiners for Nursing, <i>Memorandum of Decision</i> , 1/89, LPN Scope of Practice | <ol style="list-style-type: none"> 1. Maintains and demonstrates competence in the performance of Basic Nursing Skills (as listed previously under <i>Knowledge</i>) 2. Completes the administration of medication responsibilities competently and accurately as required. 3. Assists with the preparation, development, revision, and implementation of health care plans 4. Participates actively, as a member of the IDT and provides accurate clinical information 5. Identifies acute health conditions and provides timely interventions and notifies the RN 6. Recognizes and reports accurately, changes in person's medical status 7. Promotes effective, cooperative communication between departments, agencies, community providers, families, etc. 8. Provides accurate, clear health information to others 9. Consistently conducts oneself in a professional manner 10. Exercises sound clinical judgement according to established nursing standards 11. Practices infection control procedures consistently according to established standards 12. Maintains confidentiality |
| Documentation As defined in DDS Nursing Standard 96-3 and Nursing Guideline 96-3; DDS Regional/STS procedures | <ol style="list-style-type: none"> 1. Completes all documentation procedures accurately and comprehensively according to accepted nursing and agency standards including but not limited to: <ul style="list-style-type: none"> • Medication administration records • Nurses' notes • Care plans • Quarterly reports • MD appointments (e.g., scheduling, documenting, follow-up) 2. Uses approved abbreviations accurately 3. Uses staff logs & internal communication systems effectively, accurately, and according to policy |
| Delegation As defined in CT Board of Examiners for Nursing Declaratory Ruling – Delegation By Licensed Nurses to Unlicensed Assistive Personnel, April 5, 1995; DDS Nursing Standard 97.1 | <ol style="list-style-type: none"> 1. Assists RN in the implementation of delegation responsibilities as appropriate <ul style="list-style-type: none"> • Verifies baseline competency • Provides comprehensive training (non-licensed staff) • Provides timely monitoring of staff performance • Demonstrates responsiveness to changing conditions per Nursing Board Declaratory ruling (e.g., client health status, staff abilities, resources, other issues) and provides timely notification to the RN 2. Assists RN with the implementation of Medication Certification Regulations for Unlicensed Personnel as required: <ul style="list-style-type: none"> • Communicates information to RN regarding staff whose medication certification is due to expire • Works in conjunction with residential/day supervisors to ensure that only medication certified staff have access to and/or administer medications • Provides timely and comprehensive training for staff, relating to a person and/or medication specific issues (incidental teaching) |
| Coordination of Community Resources | <ol style="list-style-type: none"> 1. Identifies and accesses community resources when needed |
| Training | <ol style="list-style-type: none"> 1. In conjunction with IDT and individual's health care plan, identifies training needs for individuals, families, staff, and others and assists with the development and implementation 2. Delivers person-specific training for staff 3. Remains current in mandated training (e.g., CPR, PMT, bloodborne pathogens) 4. Uses effective teaching methods |
| Quality Assurance | <ol style="list-style-type: none"> 1. Completes all elements of DDS and regional quality assurance systems, as assigned in an accurate manner 2. Participates in all appropriate DDS processes as required, e.g., DNR, incident reporting, abuse/neglect reporting 3. Recognizes and responds to substandard practices (e.g., infection control, med. cert., abuse/neglect) and provides timely notification to the RN 4. Identifies and assists the RN in resolving health related discrepancies with others (e.g., MD orders, PT, OT, recommendations, etc.) |
| Mission Principles <ul style="list-style-type: none"> • Creates the Conditions Under Which the DDS Mission is Carried Out... | CREATES THE CONDITIONS <ol style="list-style-type: none"> 1. Provides optimal personal care 2. Role models mission principles for others by setting an example for people, families, staff and others |

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| <ul style="list-style-type: none"> • Experience Presence & Participation in CT Town Life • Experience Opportunities to Develop and Exercise Competence • Experience Opportunities to Make Choices in Pursuit of a Personal Future • Experience Good Relationships with Family Members & Friends • Experience Respect and Dignity | <p>PRESENCE & PARTICIPATION</p> <ol style="list-style-type: none"> 3. Assists people in developing and maintaining community activities including health providers 4. Assists people in choosing health providers <p>CHOICE</p> <ol style="list-style-type: none"> 5. Assists people to take reasonable risks, balancing health needs with personal choice <p>COMPETENCE</p> <ol style="list-style-type: none"> 6. Actively supports the person in achieving individual outcomes 7. Uses a variety of effective teaching methods to assist the person in developing the highest level of independence in areas such as self-medication skills, accessing community services, basic health care, etc. <p>RELATIONSHIPS</p> <ol style="list-style-type: none"> 8. Supports the individual to maintain and/or achieve meaningful relationships <p>RESPECT & DIGNITY</p> <ol style="list-style-type: none"> 9. Maintains privacy through the use of curtains, privacy screens, and closed doors 10. Demonstrates respectful interactions 11. Speaks to the person and not about the person 12. Interacts in a cordial, supportive and positive manner 13. Uses first names and dignified nicknames only on approval of the person 14. Avoids describing people by their disability, diagnosis or behavior 15. Avoids use of inappropriate age references (e.g., kid, boy, girl) 16. Avoids speaking in possessive or parental terms 17. Uses friendly tone of voice |
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| Ability to Learn New Duties ...is defined as how well the nurse grasps new information and routines. Consider also the amount of time needed to learn and ability to retain knowledge. | |
| Basic Nursing Principles and Practices Based on standards defined in <i>Nursing Practice Standards for the Licensed Practical/Vocational Nurse</i> , National Federation of Licensed Practical Nurses, Inc.; CT Nurse Practice Act, CGS Chapter 378; CT State Board of Examiners for Nursing, <i>Memorandum of Decision, 1/89</i> , LPN Scope of Practice | 1. Participates in continuing education and incorporates new techniques and knowledge into nursing practice (e.g., new drugs, new clinical skills, treatment modalities) |
| Documentation As defined in DDS Nursing Standard 96-3 and Nursing Guideline 96-3; DDS Regional/STS procedures | 1. Adapts to changes in approved documentation methods 2. Learns and uses new technology skills, tools for documentation, and practices that enhance communication (e.g., computers, CAMRIS, other) as appropriate for the setting/job |
| Delegation As defined in CT Board of Examiners for Nursing Declaratory Ruling – Delegation By Licensed Nurses to Unlicensed Assistive Personnel, April 5, 1995; DDS Nursing Standard 97.1 | 1. Appropriately assigns the responsibility of delegation to others keeping pace with new trends, practice issues, and technologies |
| Coordination of Community Resources | 1. Learns and uses new benefit requirements as needed |
| Training | 1. Learns and incorporates new learning/teaching techniques |
| Quality Assurance | 1. Learns and applies new processes for DDS and regional QA systems 2. Responds to changing organizational structure and changing nursing and/or administrative roles |
| Mission Principles <ul style="list-style-type: none"> Creates the Conditions Under Which the DDS Mission is Carried Out... Experience Presence & Participation in CT Town Life Experience Opportunities to Develop and Exercise Competence Experience Opportunities to Make Choices in Pursuit of a Personal Future Experience Good Relationships with Family Members & Friends Experience Respect and Dignity | CREATES THE CONDITIONS 1. Is able to improvise, adapt, be creative and flexible in response to client related challenges COMPETENCE 2. Uses new information and knowledge to create opportunities for people to learn and develop CHOICE 3. Acquires information and training to develop opportunities for people to make informed choices RELATIONSHIPS 4. Utilizes information about people's relationships to support and assist to foster these relationships RESPECT & DIGNITY 5. Acquires and uses knowledge and information in support of expanding the person's experience of respect and dignity |

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| Initiative ...means how well the nurse goes beyond the basic job responsibilities to perform added duties and his/her tendency to contribute, develop, and/or carry out new ideas or methods. | |
| Basic Nursing Principles and Practices Based on standards defined in <i>Nursing Practice Standards for the Licensed Practical/Vocational Nurse</i> , National Federation of Licensed Practical Nurses, Inc.; CT Nurse Practice Act, CGS Chapter 378; CT State Board of Examiners for Nursing, <i>Memorandum of Decision, 1/89</i> , LPN Scope of Practice | 1. Participates in opportunities to expand knowledge of changes and advances in nursing practice and treatment modalities 2. Demonstrates creativity in response to individual health needs including pursuing opportunities to expand knowledge of differing cultures, and incorporates into nursing practice |
| Documentation As defined in DDS Nursing Standard 96-3 and Nursing Guideline 96-3; DDS Regional/STS procedures | 1. Identifies areas for improvement and makes recommendations to supervising RN and program's supervisor |
| Delegation As defined in CT Board of Examiners for Nursing Declaratory Ruling – Delegation By Licensed Nurses to Unlicensed Assistive Personnel, April 5, 1995; DDS Nursing Standard 97.1 | 1. Identifies new opportunities for delegation, makes recommendations to RN and assists in implementation |
| Coordination of Community Resources | 1. Assists RN in identifying community resources as applicable |
| Training | 1. Attends classes/seminars for professional development in clinical areas including but not limited to: <ul style="list-style-type: none"> Hospice philosophy and care including end-of-life decisions Advances in nursing care and medical treatment Consent and guardianship |
| Quality Assurance | 1. Identifies areas for improvement and makes recommendations to RN and program's supervisor |
| Mission Principles <ul style="list-style-type: none"> Creates the Conditions Under Which the DDS Mission is Carried Out... Experience Presence & Participation in CT Town Life Experience Opportunities to Develop and Exercise Competence Experience Opportunities to Make Choices in Pursuit of a Personal Future Experience Good Relationships with Family Members & Friends Experience Respect and Dignity | PRESENCE & PARTICIPATION <ol style="list-style-type: none"> Promotes the integration of the individuals into community settings through creative problem solving Teaches and assists individuals in accessing service delivery systems (outside DDS) COMPETENCE <ol style="list-style-type: none"> Seeks information and training in methods, treatments, service systems that promote individuals' competence and independence RESPECT & DIGNITY <ol style="list-style-type: none"> Advocates for and teaches people about their rights and the rights of others |

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| Cooperation ...refers to how well the nurse works with others as a team member, helps out when needed, maintains positive working relationships and communicates all relevant information with coworkers & supervisors, supports others, and adheres to agency policies. | |
| Basic Nursing Principles and Practices Based on standards defined in <i>Nursing Practice Standards for the Licensed Practical/Vocational Nurse</i> , National Federation of Licensed Practical Nurses, Inc.; CT Nurse Practice Act, CGS Chapter 378; CT State Board of Examiners for Nursing, <i>Memorandum of Decision, 1/89</i> , LPN Scope of Practice | <ol style="list-style-type: none"> 1. Demonstrates a collaborative effort with team members and implements the health care plan by: <ul style="list-style-type: none"> • Using active listening when soliciting feedback from others • Soliciting and promoting individual choice • Incorporating individual/IDT feedback into the nursing process • Facilitating the incorporation of health care plans into the individual's daily life 2. Demonstrates flexibility in regard to individual, staff, IDT and agency needs 3. Demonstrates the ability to lead, interact and educate others (e.g., scheduling appointments, educating staff on client-specific needs) 4. Responds to questions & requests for information |
| Documentation As defined in DDS Nursing Standard 96-3 and Nursing Guideline 96-3; DDS Regional/STS procedures | <ol style="list-style-type: none"> 1. Responds to requests for written information, reports, summaries, etc. |
| Delegation As defined in CT Board of Examiners for Nursing Declaratory Ruling – Delegation By Licensed Nurses to Unlicensed Assistive Personnel, April 5, 1995; DDS Nursing Standard 97.1 | <ol style="list-style-type: none"> 1. Communicates rationale for delegation decisions including initial determination (to delegate or not) and changes in the decision per nursing delegation standard to RN and appropriate supervisor 2. Works effectively with residential/day supervisors in the implementation and monitoring of staff performance of delegated task(s) and medication administration and keeps supervising nurse informed |
| Coordination of Community Resources | <ol style="list-style-type: none"> 1. Maintains cooperative relationships with community health providers in coordinating health care |
| Training | <ol style="list-style-type: none"> 1. Works with team members and/or other nursing staff in training initiatives |
| Quality Assurance | <ol style="list-style-type: none"> 1. Assists/facilitates/works with others in responding to QA issues (e.g., compliance with medical and legal standards, regulations/licensing, QA processes, etc.) |
| Mission Principles <ul style="list-style-type: none"> • Creates the Conditions under Which the DDS Mission is Carried Out... • Experience Presence & Participation in CT Town Life • Experience Opportunities to Develop and Exercise Competence • Experience Opportunities to Make Choices in Pursuit of a Personal Future • Experience Good Relationships with Family Members & Friends • Experience Respect and Dignity | <p>CREATES THE CONDITIONS</p> <ol style="list-style-type: none"> 1. Supports and participates in the IDT process in balancing health & residential needs <p>PRESENCE & PARTICIPATION</p> <ol style="list-style-type: none"> 2. Works to eliminate the barriers to ensure presence and participation <p>CHOICE</p> <ol style="list-style-type: none"> 3. Works with others and the person to expand opportunities for choice 4. Supports the person in all health decisions including alternative health care, life style choices, end-of-life decisions, etc. <p>COMPETENCE</p> <p>RELATIONSHIPS</p> <ol style="list-style-type: none"> 5. Demonstrates flexibility in responding to opportunities for spontaneous family and friend contact 6. Demonstrates/models respect for family, friends, and community members <p>RESPECT & DIGNITY</p> <ol style="list-style-type: none"> 7. Displays deference to the rights and choices of the individual 8. Ensures privacy (including resolving environmental issues) |

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| Judgment ...means how well the nurse makes decisions and uses sound clinical judgment in health care planning, documentation, delegation, etc., and communicates effectively. | |
| Basic Nursing Principles and Practices Based on standards defined in <i>Nursing Practice Standards for the Licensed Practical/Vocational Nurse</i> , National Federation of Licensed Practical Nurses, Inc.; CT Nurse Practice Act, CGS Chapter 378; CT State Board of Examiners for Nursing, <i>Memorandum of Decision</i> , 1/89, LPN Scope of Practice | <ol style="list-style-type: none"> 1. Prioritizes and uses sound clinical judgment based on established standards of nursing practice when making decisions in developing and implementing the health care in both routine and emergency situations 2. Makes decisions in the application and implementation of: <ul style="list-style-type: none"> • Scope of practice (e.g., med. adm. responsibilities, implementation of health plan/goals • DDS Policy, Procedures, Advisories, and Directives 3. Considers and applies the principles of basic safety such as use of equipment, good body mechanics, environmental issues (e.g., OSHA, physical plant, fire safety, etc.) 4. Demonstrates ability to know when to refer/consult with other clinical disciplines (OT, PT, SLP, Resp, Psych) and demonstrates knowledge of their roles 5. Demonstrates ability to know when to refer/consult with the responsible RN and communicates effectively |
| Documentation As defined in DDS Nursing Standard 96-3 and Nursing Guideline 96-3; DDS Regional/STS procedures | <ol style="list-style-type: none"> 1. Completes documentation that is factual, objective, concise, pertinent, and is consistent with current nursing practice standards |
| Delegation As defined in CT Board of Examiners for Nursing Declaratory Ruling – Delegation By Licensed Nurses to Unlicensed Assistive Personnel, April 5, 1995; DDS Nursing Standard 97.1 | <ol style="list-style-type: none"> 1. In conjunction with RN, makes recommendations based on sound clinical practice regarding whether a task can or cannot be delegated based on the following: <ol style="list-style-type: none"> a. the nursing task/procedure b. staff capability c. client acuity e. resources |
| Coordination of Community Resources | <ol style="list-style-type: none"> 1. Monitors and evaluates community services/providers, reports, and makes recommendations to the responsible RN and programs' supervisor 2. Recognizes substandard practices and reports to the appropriate supervisor |
| Training | <ol style="list-style-type: none"> 1. Identifies the need for education/training (individuals, staff, others), makes recommendations to RN and program's supervisor, and takes action accordingly |
| Quality Assurance | <ol style="list-style-type: none"> 1. Demonstrates the ability to identify quality issues and concerns and advocates when indicated 2. Balances health and residential needs (LPN role vs. lead, direct care role) and keeps program's supervisor and RN informed 3. Communicates personal limits and seeks assistance as needed |
| Mission Principles <ul style="list-style-type: none"> • Creates the Conditions under Which the DDS Mission is Carried Out... • Experience Presence & Participation in CT Town Life • Experience Opportunities to Develop and Exercise Competence • Experience Opportunities to Make Choices in Pursuit of a Personal Future • Experience Good Relationships with Family Members & Friends • Experience Respect and Dignity | <p>CREATES THE CONDITIONS</p> <ol style="list-style-type: none"> 1. Balances health care planning and implementation with mission principles 2. Models calmness & planfulness, especially in emergencies and challenging situations <p>PRESENCE & PARTICIPATION</p> <ol style="list-style-type: none"> 3. Identifies potential outcomes & plan for contingencies so that new experiences can be tried 4. Works to eliminate the barriers to ensure presence & participation including but not limited to self-medicating, health teaching, addressing safety risks, etc. <p>CHOICE</p> <ol style="list-style-type: none"> 5. Uses judgement in balancing health needs with person's choices 6. Demonstrates ability to exercise good judgement in allowing people to take risks while providing assistance and support <p>COMPETENCE</p> <p>RELATIONSHIPS</p> <ol style="list-style-type: none"> 7. Exercises judgement in responding to requests and concerns from family, friends, staff and others <p>RESPECT & DIGNITY</p> <ol style="list-style-type: none"> 8. Maintains confidentiality 9. Recognizes situations where a person's respect, dignity and rights are compromised and then acts to resolve issues 10. Consistently chooses interaction style and techniques that promote an individual's respect and dignity |

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| Lead/Charge Duties As a charge or lead, assists MRW staff to perform according to MRW, QJP and: lead by example; assess staff ability; monitor performance and coach for improvement; communicate with staff and supervisor as needed; provide immediate and ongoing feedback; demonstrate good writing skills; and uphold all policies and procedures. | |
| Nursing Responsibilities | <ol style="list-style-type: none"> 1. Assigns MRW staff according to individuals' needs (LPN v. direct care staff) 2. Leads by example and monitors MRWs as applicable and reports to the appropriate supervisor |
| Residential Responsibilities | <ol style="list-style-type: none"> 1. Demonstrates ability to know where, when, and to whom to refer (ask for help) 2. Provides feedback regarding staff performance 3. Performs shift responsibilities for home functions including physical plant issues, staffing, supplies, etc. <p>CREATES THE CONDITIONS</p> <ol style="list-style-type: none"> 4. Demonstrates openness that fosters communication in the work place 5. Creates a positive learning environment 6. Identifies and addresses problems in the workplace 7. Creates and maintains a team spirit among staff 8. Demonstrates early recognition of possible problems and takes action to correct <p>PRESENCE IN PARTICIPATION</p> <ol style="list-style-type: none"> 9. Supports staff in their efforts to accomplish community inclusion goals <p>COMPETENCE</p> <ol style="list-style-type: none"> 10. Leads staff in effective implementation of the residential routine, habilitative programs, and incidental teaching 11. Recommends changes and provides feedback to supervisor and IDT <p>CHOICE</p> <ol style="list-style-type: none"> 12. Leads staff to offer choices when the opportunity is present <p>RELATIONSHIPS</p> <ol style="list-style-type: none"> 13. Ensures necessary information is communicated to and from friends and family <p>RESPECT & DIGNITY</p> <ol style="list-style-type: none"> 14. Includes the person as a member of the team |