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| Job Title: | IN-IVH-LPN, Nights  | Job Category: |  |
| Department/Group: |  | Job Code/ Req#: | 728609 |
| Location: | Onsite **Worksite Address:**3851 North River Road West Lafayette, IN 47906 | Travel Required: |  |
| Level/Salary Range: |  | Position Type: | Contract |
| Req. Status: | Open | **Start Date:**  | 02/26/2024 |
| Expenses Allowed | No | **End Date:**  | 06/30/2024  |
| No. of Openings: | 3 | No New Submittals After: |  |
| Max Submittals by Vendor per Opening |  | Send Resumes to | resumes@taurusbiz.com |
| **Requisition Description**  |
| **Short Description:** Indiana Veteran's Home LPN, Nights. Indiana Veteran's Home is a 4 unit, 212 bed full-service care facility. Units include long term care, memory care, short-term rehabilitation and senior independent living.  **Complete Description:** **Purpose of Position/Summary:** Incumbent works as a Licensed Practical Nurse (LPN) in the Nursing Department of the Indiana Veterans' Home. Performs all aspects of nursing care, within the scope of the Indiana Nurse Practice Act, with moderate supervision. Reports to the unit manager, but also takes directives from the shift supervisor (RN) on the evening and night shifts. May direct the work of Nurse Aide 4's and 5's, following predetermined standards and routines. **Essential Duties/Responsibilities:** Administers medications and treatments in accordance with all accepted standards for administration; Provides safe, efficient personal care of residents; Uses recommended safety devices and follows infection control standards; Answers call lights and residents' requests for assistance; Adheres to resident's rights at all times; Documents medications and treatments administered, and care provided; Assists with orientation of new employees on the unit; Participates in resident care planning, updating care plans and aide assignments; Assesses residents, documents findings and reports to the physician; Transcribes physicians orders; Communicates resident change of conditon to resident sponsors; Destroys and documents same of discontinued medications; Maintains correct controlled substance numbers during shift; Completes required documentation of nursing notes, transfer forms and other records; Assists with operation of the unit, including the monthly change over of records; Completes and distributes nurse aide assignments; Gives report to on-coming shift. Schedule and assist with physician, optometrist, podiatrist, dentist appointments; Administer and record employee health testing results; **Nonessential Duties/Responsibilities:** Provides 1:1 staffing if needed; Assists with resident activities on and off the unit; Responds to codes, provides care as needed, and completes required documentation; **Other related duties.** **Job Requirements:** Must be licensed as and maintain licensure as a Licensed Practical Nurse in Indiana; must maintain first aid, mantoux and CPR certification. Ability to understand and communicate with residents and understand and complete nursing forms; ability to follow verbal instructions; ability to provide nursing care practices; ability to use medical equipment within scope of licensure; ability to provide safe, efficient resident care, following all applicable state and Veterans' Administration rules, IVH policies and procedures and all HIPAA rules; must attend and complete all required inservice training; ability to prioritize workload; ability to be flexible; ability to assess resident's and report to the physician; ability to administer medications and treatments in a safe, efficient manner, recognizing medication side effects; ability to know approved abbreviations and appropriate terminology; ability to document in a legible manner. **Supervisory Responsibilities/Direct Reports:** May assign and review work of Nursing Attendants on the unit. Reports to the Nursing Unit Manager. **Difficulty of Work:** Work involves complex judgement decisions, based on standard policies, procedures and sound nursing practicespractices. **Responsibility:** Work is of moderate complexity, with minimal supervision, requiring judgement to determine the best application of specialized knowledge. Failure to utilize good judgement may be detrimental to resident care. **Personal Work Relationships:** Works with residents, professional and non-professional staff, residents' families, visitors, volunteers and staff from other facilities. **Physical Effort:** Must be able to walk and stand for long periods of time; must be able to bend, stoop, twist, reach above shoulders, push/pull, must be able to assist with lifting and transferring residents, from 100 to 500+ pounds, using a gait belt or other accepted practices, or with a mechanical device **Working Conditions:** Work is generally on a nursing care unit, in a controlled environment; may be exposed to body fluids and cleaning chemicals; may be exposed to violent residents  **Required/Desired Skills**

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| **Skill**  | **Required /Desired** | **Amount**  | **of Experience**  |
| Indiana Professional License or License from an NLC participating state required at time of submission | Required |  |  |
| Proficiency in computer skills and ability to learn other programs used in maintaining electronic medical records | Required |  |  |
| Hands On - American Heart Association CPR and BLS Certification required. | Required |  |  |
| Dementia 6 hour certification is required prior to start. | Required |  |  |
| LTC experience required.  | Required |  |  |
| EMR, Matrix Care experience preferred | Highly desired  |  |  |
| Experience with Memory Care. | Highly desired  |  |  |
| Experience with short-rehab. . | Highly desired  |  |  |

**Questions**

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|  |  **Description** |
| Question 1 | Absences greater than two weeks MUST be approved by CAI management in advance, and contact information must be provided to CAI so that the resource can be reached during his or her absence. The Client has the right to dismiss the resource if he or she does not return to work by the agreed upon date. Do you accept this requirement?  |
| Question 2 | Please list candidate's email address.  |
| Question 3 | Please list the city and state where candidate currently resides |
| Question 4 | Candidate will be required to be flexible with schedule, to include weekend and holiday rotations, typically every other weekend. Do you accept this requirement? |
| Question 5 | Candidate will be required to float to other units within their scope of practice. Do you accept this requirement?  |
| Question 6 | Shift hours are 6pm to 7 am with 1/2 hour lunch, 37.5H week. Do you accept this requirement? |
| Question 7 | 1-2 shifts of orientation will be provided the first week for contractors who have not previously worked at IVH. Do you accept this requirement? |
| Question 8 | Any scheduled time off requests must be provided at the time of candidate submission. Does candidate have any time off requested?  |
| Question 9 | In the event of illness or emergency requiring candidate to miss a scheduled shift, candidate will contact the IVH unit manager or nursing services at least 4 hours prior to scheduled shift (preferably sooner). Do you accept this requirement?  |
| Question 10 | In the event of a late notice call-off by other personnel candidate may be required to stay beyond their designated shift while the staffing office works to bring in additional personnel. Do you accept this requirement?  |
| Question 11 | Contract length is 8-13 weeks. Do you accept this requirement?  |
| Question 12 | All compliance items, including policy/procedure signoffs, in-services and training quizzes must be completed prior to start. Time spent completing compliance items will be reimbursed; total reimbursable hours not to exceed 12 hours. Time spent completing compliance will not be reimbursable until after candidate has completed first shift. Do you accept this requirement?  |
| Question 13 | Proof of Flu and COVID vaccinations or religious/medical declination required. Do you accept this requirement.  |
| Question 14 | Short term, less than 2 weeks (preferable less than 1 week) housing will be provided if available. Will your candidate require this? |
| Question 15 | A National Background check to include all dates from birth to present is required. Do you accept this requirement?  |
| Question 16 | If candidate is selected, you must provide proof of Medical Malpractice Coverage in the amount of $500,000 per claim, $1.5m aggregate, and proof of participation in Indiana Patient Compensation Fund Do you accept this requirement? |

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| Reviewed By: | Swathi G | Date: | 01/29/2024 |
| Approved By: | Ram S | Date: | 01/29/2024 |
| Last Updated By: | Swathi G | Date/Time: | 01/29/2024 |