



Licensed Practical Nurse (LPN)

Job Title: Licensed Practical Nurse

Department: Clinical Services

Immediate Supervisor Title: Medical Clinic Manager

Job Supervisory Responsibilities: None

General Summary: Assists providers with patient care and follow-up providing direct and indirect patient care in a clinical setting. Duties to include, but not limited to, interviewing patients, obtaining vital signs, preparing patients and assisting providers with physical exams and/or treatment. Continuing responsibilities including charting and clerical work as necessary to oversee phone prescriptions and refills to pharmacies. Additionally, the LPN will perform triage with patient phone calls to identify emergent and non-emergent situations per triage policy. LPN's will have the opportunity to perform injections and specific infusions under the direction of the provider and Registered Nurse.

Essential Job Responsibilities:

1. Demonstrates ability to carry out skills as outlined in nursing procedures for clinical areas including administration of prescribed medications and treatment in accordance with nursing standards and clinical policy.
2. Completes orientation checklist. Completes specific competency skills checklist
3. Obtains, verifies, and records health history of patients. Gathers pertinent health data through physical assessments and biological samples. Collects specimens for laboratory analysis.
4. Provides basic patient care as ordered. Administers medications and treatments as directed. Assists other health care professionals in performing exams, diagnostic procedures and treatments, and minor medical procedures. Adheres to infection control/safety guidelines and confidentiality policies.
5. Documents assessments, interventions, patient/family responses, and medication dispensed/prescribed, and test results in medical records. Complete appropriate treatment questionnaires. Complete billing charges at end of each treatment. Ensure that ALL activities completed are charted within the patient's medical record.
6. Monitor incoming phone calls: All incoming calls are to be answered and addressed. If unable to receive call due to direct patient care requirements, voicemail messages will be returned as per policy and procedure directs return calls.
7. Promotes wellness by providing patient education materials, communicating provider orders/instructions.
8. Ensure clinic areas are kept stocked at acceptable levels. Disinfect and clean exam/treatment rooms between patients. Infectious waste/sharps containers are emptied when full. Dirty linen will be removed from treatment areas daily.



9. Any other duties as assigned. Education: High school diploma or equivalent. Graduation from an approved practical nursing program. Experience: Minimum one year of LPN experience; clinic experience preferred. Other Requirements: State-licensed practical nurse.

Knowledge:

1. Knowledge of medical terminology, anatomy, physiology, and pathophysiology. Familiarity with health care systems, regulations, policies, and functions. Understanding of documentation standards.
2. Knowledge of equipment, supplies, and materials needed for medical treatment. Understanding of basic laboratory procedures including preparation and screening.
3. Knowledge of infectious disease management and control and safety standards.

Skills:

1. Skill in reading and following written and oral medical orders.
2. Skill in initiating appropriate emergency procedures.
3. Skill in handling a number of tasks simultaneously.
4. Skill in performing blood draws.

Abilities:

1. Ability to use manual dexterity to perform medical treatments.
2. Ability to establish and maintain effective working relationships with coworkers and diverse patient populations.
3. Ability to perform mathematical calculations for drug dosages.

Equipment Operated: Phone, computer, medical charts, stethoscope, echocardiography (EKG) machine, ear-washing instruments, blood pressure cuff, speculums, and other nursing items. May involve use of walkers, wheelchairs, pulse oximetry, and oxygen tanks.

Work Environment: Medical exam and treatment rooms and medical offices. Environmental setting (lighting, temperature, air quality, and acoustics) controlled.

Mental/Physical Requirements: Occasional exposure to communicable diseases and biohazards. Daily standing, squatting, walking, bending, and maneuvering. May require lifting up to 50 pounds to transfer/turn patient with/without assistive devices. Stress can be triggered by workload and difficult patients.

Employee Signature

Date