

Partners for Healing

Clinic Licensed Practical Nurse Job Description

Job Title: LPN

Department: Clinical

Weekly Hours: You will be expected to work, on average, 13-16 hours a week

Immediate Supervisor Title: Executive Director and strong communication lines to the FNP's

Job Supervisory Responsibilities: None

Essential Job Responsibilities:

1. Treats every patient with loving respect. Having patients in the exam rooms with all documentation completed.
2. Attends two outside community events held by Partners for Healing in each calendar year.
3. Maintains an even flow of patients.
4. Assists Providers in treating and educating patients in the office.
5. Takes patient vital signs (temperature, pulse, blood pressure, respiration) heights, & weights. (equally shared responsibility with RN/LPN)
6. Performs short evaluation of the patient situation to estimate severity of illness and/or injury including learning about chief complaint and, as possible, obtaining mental status information.
7. Performs short evaluation on Chronic Disease patients such as Diabetic, Hypertension and Hyperlipidemia Patients.
8. Tracks patient outcomes and data on Chronic Disease patients & patients for other grant requirements.
9. Prepares patients for examination or procedures including positioning, draping, shaving and disinfecting treatment sites.
10. Lab collection (urine, lipids, blood, etc.) and Lab review and documentation (enter results, alert provider if abnormal).
11. Medication management dispensed and prescribed (call pharmacy & client, side effects instruction, contraindication monitoring, etc).
12. Record daily temperatures for Med Fridge and Hep C test.
13. Calling patients with results, prescriptions/refills, and other information as directed by providers/protocol.
14. Talks directly to patients on the telephone and/ or in person assessment, triage and education.
15. On the phone:
 - a. Determines urgency of seeing the patient based on brief assessment and on familiarity with a patient's condition and history.
 - b. Sends those with high-risk chief complaints to ER immediately. May provide appropriate home health advice to those patients who do not need to go directly to the ER.
 - c. Sets up appointment for patients who do not need to go to ER but need to see a provider or arranges for an appointment scheduler to make the appointment.
16. Maintain first aid kit and emergency kit; track expirations on all medications/samples/supplies
17. Biohazard waste disposal
18. Return phone messages within 24 hours, urgent same day
19. Handles routine information requests from patients, e.g., "Do I need a flu shot every year? When are you giving these shots?"
20. Schedule diagnostic tests as needed.
21. Send in all required documentation on diseases to the health department.
22. Responsible for inventory that comes into the clinic documenting, tracking and putting away.
23. Cleans patient rooms at the end of each day disinfecting and stock each of them (equally shared responsibility with RN/LPN).
24. Email review/reply in a timely manner.
25. Other duties as assigned.

Education: Requires a high school diploma and certification as a licensed practical nurse

Experience: Minimum one year of recent experience working in a medical facility as a LPN and/or documented evidence of externship completed in a medical office.

Other Requirements: Must have a currently license as a Practical Nurse in the State of Tennessee or holds a privilege to practice in the State of Tennessee under the Nursing License Compact (NLC).

Candidate must possess a current CPR certification and current health records with the appropriate immunizations to work in the health care field (hepatitis B and tuberculosis).

Performance Requirements:

Knowledge:

1. Knowledge of health care field and medical office protocols/procedures.
2. Knowledge of specific assisting tasks related to particular medical practice.
3. Knowledge of information that must be conveyed to patients and families.

Skills:

1. Skill in performing comprehensive assessment and skilled nursing care to patients in need of services in accordance with plan of care.
2. Skill in accurately documenting care provided and maintains patient records.
3. Skill in the use of technology applications.
4. Skill in interpersonal interactions.
5. Skill in understanding patient education needs by effectively sharing information with patients and families.

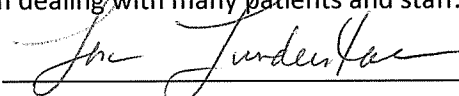
Abilities:

1. Ability to learn and retain information regarding patient care procedures.
2. Ability to demonstrate on-going continuing education and professional growth and development.
3. Ability to work as a member of the interdisciplinary team.
4. Ability to project a pleasant and professional image.
5. Ability to plan, prioritize, and complete delegated tasks.
6. Ability to demonstrate compassion and caring in dealing with others.


Equipment Operated: Standard medical exam/office equipment, including computerized health information management system for medical records, etc.

Work Environment: Combination of medical office and exam/procedure room settings.

Mental/Physical Requirements: Must be able to use appropriate body mechanics techniques when making necessary patient transfers and helping patients with walking, dressing, etc. Must be able to lift up at least 30 pounds of supplies. Occasional stress from dealing with many patients and staff.

Employee Signature:  Date: 11/5/18

Executive Director Signature:  Date: 11/5/18

Board Chair Signature:  Date: 2/27/19