

JOB DESCRIPTION

JOB TITLE: Licensed Practical Nurse

SUPERVISION RECEIVED: Reports to Nurse Manager

SUPERVISION EXERCISED: None

ESSENTIAL DUTIES:

1. Accompanies patients to exam rooms and prepares them for the provider visit by collecting history and basic vital signs.
2. Performs diagnostic procedures such as spirometry, tympanogram, EKG, eye exam, and phlebotomy to assist the provider in determining the correct diagnosis.
3. Creates or reconciles a list of current medications and drug allergies.
4. Updates immunization records and administers vaccinations.
5. Initiates patient care by following approved standing orders based on the symptoms that the patient presents.
6. Assists physician with minor and complex procedures.
7. Provides patient education as directed by the provider.
8. Reviews the plan of care with patient after the provider visit and ensure that patients have all the information/material they need prior to departing (i.e.: medication samples, patient hand outs, prescriptions).
9. Documents information regarding all relative events that occurred during the patient visit.
10. Performs patient care follow up calls (i.e.: lab test results, patient question calls).
11. Administers IV fluids as ordered by the provider.
12. Prepares and keeps exam rooms stocked and clean and in accordance with OSHA regulations.
13. Provides leadership and serve as a resource to Medical Assistants.
14. Participates in planning, implementing and collecting data for quality improvement initiatives as directed by either the Nurse Manager or Team Leader.
15. Communicates with front office staff and other ancillary departments to ensure patients are flowing through the clinic in a timely manner.
16. Attend appropriate meetings and participate in committees as assigned.

EDUCATION/QUALIFICATIONS:

1. Graduation from an accredited Licensed Practice Nursing program
2. State Licensure as a Licensed Practicing Nurse in good standing.
3. Current Basic Life Support certificate.
4. Minimum of 1 year related clinical experience.
5. Advanced knowledge of medical terminology.
6. Understanding of patient flow.

ENVIRONMENTAL/WORKING CONDITIONS:

1. Work is performed in a typical, well-lighted office and exam/procedure room setting.
2. Work involves frequent contact with staff and patients.
3. Potential for exposure to blood borne pathogens.
4. Work involves considerable walking, standing, bending, twisting, and reaching.
5. May required lifting a maximum of 30 pounds.

***This description is intended to provide only basic guidelines for meeting job requirements.
Responsibilities, knowledge, skills, abilities and working conditions may change as needs evolve.***

I HAVE READ THE ABOVE JOB DESCRIPTION, UNDERSTAND THE REQUIREMENTS LISTED
HEREIN, AND AGREE TO PERFORM THESE DUTIES AS WELL AS ANY OTHER RELATED
DUTIES AS REQUESTED BY MY SUPERVISOR.

Employee Name & Date

Witness Name & Date