



Job Description Licensed Practical Nurse

Job title:	<i>LICENSED PRACTICAL NURSE</i>
Department:	<i>Nursing</i>
Reports to:	<i>Director of Nursing</i>
Classification:	<i>Non-exempt</i>
Approved by:	<i>Nurse Manager</i>
Date of last revision:	<i>11/4/2020</i>

Job summary

This position involves the routine care of patients in accordance with New York State Nursing Standards under the direct supervision of the medical staff and/or Department Manager. The position may also involve a variety of clerical and computer tasks.

Essential functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Carries out uncomplicated therapeutic treatments as ordered by the clinic Health Care Provider (HCP) in accordance with established clinic policies and standards of nursing care.

- Performs patient care responsibilities considering needs specific to the standard of care for patient's age.
- Administration of medications and vaccinations including intramuscular, subcutaneous, oral inhalation, PO, and topical routes as ordered.
- Observes and reports responses to medications administered.
- Maintains drug inventory, expiration dates, and accounts for samples distributed.
- Maintains emergency equipment and logs.
- Assists in collecting laboratory specimens and maintains lab control logs.
- Conducts POC testing such as blood sugars, occult blood, urinalysis, quick strep tests, urine pregnancy tests, Hgb and reports results to the HCP.
- Assists with rooming patients.
- Obtains vital signs, height, weight, and BMI determinations prior to medical exams and documents findings.
- Conducts the appropriate screenings based on patient gender and age.
- Gathers and inputs accurate medication list into EMR.
- Provides patient / family teaching as needed as ordered by the HCP.
- Maintains appropriate use and maintenance of the Electronic Medical Record according to the procedures established by the EMR Administrator
- Maintains patient medical records.
- Obtains medication or DME prior authorizations.
- Ascertain that next day chart review is completed.
- Assists with clerical duties as needed, including computer registration, arranging appointments, answering the telephone.

- Contacts patients regarding lab and treatment results under direction of the HCP.
- Gathers necessary information needed by the HCP for providing medication refills.
- Orally provides information and answers routine factual telephone inquiries and / or refers callers to the appropriate individual.
- Provide immunization schedule from NYSIIS registry to HCP on all patients 19 and under.
- Ensures an adequate stock of supplies and proper functioning of equipment.
- Participates in quality improvement activities as needed.
- Assists HCP with procedures such as dressing changes, injections, I&D's, etc
- Completes vision, hearing tests and EKG as instructed by HCP.
- In the absence of the Registered Nurse or Department Manager, supervises clinical work of the MA's.
- Ascertain that all care activities are covered by orders.
- Appropriate use of chart communication to document items related to patient care.
- Consults other departments of the facility, as appropriate, to provide for an interdisciplinary approach to the patient's needs.

Medical Records

1. Maintains a work environment that is organized, professional, and protects patient privacy and confidentiality.
2. Ensures that documents are retrieved and processed from provider's office prior to end of day.
3. Follows protocols for ensuring document and record control, including appropriate filing and retention of records (including paper and electronic documents and records).
4. Ensures that records and documents are filed in a timely manner and the medical records area is kept organized at all times.

Telephones

1. Promptly answers each phone call.
2. Accurately records telephone messages and routes messages appropriately.
3. Represents the organization well by using professional telephone etiquette and ensuring teamwork is employed to address patient and customer service needs.

Other Duties

1. Refers all matters of triage to appropriate clinical team members (i.e., RN, provider).
2. Demonstrates a commitment to improvement by identifying opportunities to increase patient satisfaction, improve process efficiency, reduce risk to patients, etc.
3. Participates in quality improvement activities (including collecting data, participating in Root Cause Analyses, etc.).
4. Responds to customer feedback and attempts to address any patient or visitor concern immediately (or refer to a supervisor, if unable to address).
5. Follows and adheres to all organization policies, procedures, and instruction given by supervisors and leadership.
6. Works with care team to provide care

The above statements are intended to describe the nature and level of work being performed. They are not construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Qualifications & Competency

Education, Training, and Experience Required:

- Current NY State LPN license.
- 3 years nursing experience, including previous clinical experience.
- Current BLS certification.
- Clerical / computer experience preferred.
- Demonstrates leadership qualities, is self-directed and willing to assume decision making responsibilities.

- Able to communicate effectively and work well with the public.

Position type, expected hours of work, travel requirements

This position can be full-time or part-time depending on the needs of the clinic and the employee and requires minimal travel, usually within the surrounding communities as directed by the Department Manager. No overnight travel is expected of this position. Because patients need round-the-clock care, working hours may include days, weekends and holidays.

Working conditions

Mental and Environmental Requirements:

- Knowledge of Standard Infection Control Precautions and disposal of infectious/hazardous waste
- Ability to understand and carry out orders as directed by the Primary Care Provider (PCP) (written and oral instructions).
- Working knowledge of basic nursing techniques, treatments and administration of medications.
- Ability to communicate clearly and effectively.
- Ability to tactfully, patiently and pleasantly deal with patients and family members in person and on the telephone.
- Ability to perform office clerical and computer tasks; to assume the role of office receptionist as needed.
- Ability to prioritize and organize duties.
- Able to clearly and completely document nursing observations and patient care provided.
- Emotionally stable, prompt and reliable.
- Able to maintain a flexible work schedule.
- Able to convey a professional and positive attitude regarding the clinic and Clifton Fine Hospital.
- Demonstrates a commitment to continued professional growth.

Physical requirements

- Ability to be on feet for long periods of time.
- Ability to sit at a computer for extended periods of time.
- Neat and clean in appearance.
- Vaccination status current per standards

Direct reports

In the absence of a RN or Department Manager, the LPN may supervise the clinical work of a MA.

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time with or without notice.
