

Job Title: LPN – Licensed Practical Nurse
Department: Physician Services
Classification: Non-Exempt
Reports to: 1. Practice Manager
2. CEO

SUMMARY

Provides nursing services to the patients and families, assists physicians and mid-level practitioners (providers) with patient care in conformance with the Licensed Practical Nurse Act.

ESSENTIAL FUNCTIONS

- Prepares patients for provider visits according to approved policies and procedures i.e. reason for visit, history (past medical, family and social), symptoms, problems, weight, height, vital signs, medications, allergies.
- Administers medications/vaccinations to patients as regulated by the Nurse Practice Acts and as ordered by the provider.
- Reviews and updates medication lists identifying any possible ineffective drug therapies, adverse reactions, side effects, drug allergies and contraindicated medications.
- Assists physicians with procedures as requested.
- Notifies patients of lab and test results.
- Collects specimens as directed and performs limited lab tests on site as ordered by the provider.
- Maintains equipment and controls including refrigerator temperatures if applicable.
- Responsible for patient and equipment safety.
- Communicates and interacts effectively with patients and families, physicians, peers and other health team members to maximize successful patient outcomes. Patient education.
- Assists in the facilitation of smooth patient flow.
- Greets patients and families courteously.
- Maintains good communication with providers and coworkers.
- Assures adequate amounts of medical supplies and medications are available and stocked appropriately.
- Sterilizes instruments and instrument packs if applicable.
- Maintains inventory of drug samples and inventory and rotates stock to make sure oldest is used first. Checks expiration dates monthly.
- Receives prescription refills calls and are appropriately sent to the pharmacy under a provider's direct supervision and are thoroughly documented in the patient record by the end of the business day the prescriptions were taken care of.
- Assures nursing documentation in the medical records is complete including lot numbers for vaccines and samples.
- Performs administrative duties as requested. To include but not limited to: Appointment scheduling and follow up appointment scheduling as needed, telephone etiquette including message taking and recalling patients; picking up, opening and distributing mail; obtain authorizations as needed; obtaining co-payments and self payment amounts from patients.
- Maintains exam rooms and workstation and ensures cleanliness.
- Maintains the organized flow of nursing information and documentation. Documents are organized and available for use when needed.
- Triage patient clinical calls.
- Schedule tests or procedures for patients as appropriate.

- Pacemaker and Defibrillator checks if applicable for the practice.
- Maintains medical information and filing and or scanning.
- Use of Meditech, Medisoft and Medisoft Clinical EMR.
- Follows appropriate chain of command for reporting issues such as grievances, patient complaints and staff issues.
- Demonstrates knowledge of emergency procedures.
- Assists physician with surgical procedures in the operating room as directed and if applicable.
- Other duties as assigned.

SPECIFIC JOB DEMANDS

- Strength: Medium Work - Lifting, Carrying, Pushing, Pulling 20 - 50 Lbs. occasionally, 10 - 25 Lbs. frequently or up to 10 Lbs. constantly.
- Stooping: Occasionally - Bending body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles.
- Reaching: Frequently - Extending hand(s) or arm(s) in any direction.
- Handling: Frequently - Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand, such as to turn a switch or shift automobile gears.
- Fingering: Frequently - Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.
- Feeling: Frequently - Noting attributes of objects, such as size, shape, temperature, or texture, by touching with skin, particularly that of fingertips.
- Talking: Frequently - Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.
- Hearing: Frequently - Perceiving the nature of sounds by ear.
- Near Acuity: Frequently - Clarity of vision at 20 inches or less.
- Accommodation: Occasionally - Adjustment of lens of eye to bring an object into sharp focus. This factor is required when doing near point work at varying distances from the eye.
- Color Vision: Frequently - Ability to identify and distinguish colors.

MINIMUM EDUCATION, KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Graduate of a diploma school of nursing approved by State Board of Nurse Examiners.
- Licensed to practice as a licensed practical nurse in Pennsylvania.
- Must possess great attention to detail.
- Must be able to type and be efficient with computers.
- Must have the ability to apply appropriate rules of grammar, spelling and punctuation. Must possess the ability to prioritize activities, organize work and problem solve.
- Communications skills both verbal and written must be above average to excellent.
- Must be able to communicate with public sector by telephone use and in person. Must be able to deal with anxious and angry people. Must be able to communication with Administrative Staff, Managers, Attorneys, Physicians and all hospital staff with due respect and tact.
- Current BLS Healthcare Provider card.

WORK ENVIRONMENT

- Work setting will be in an office involving the ability to bend, stoop, lift, twist and maneuver as necessary to conduct patient evaluations.

- Possible exposure to various chemicals relating to job performance will be in use of equipment and in all clinical/medical procedures which may be performed.
- Use of computers, printers, fax machines, copiers, telephone and paper shredders.
- Must have ability to exhibit independent judgment skills and show initiative.
- Ability to use tact and poise in representing MMC.
- Work with minimal direction and assistance and frequent interruptions.
- Must be able to multitask.
- Must be able to work first shift but there maybe times that there will be additional hours that will be needed on short notice.
- Ability to manage multiple priorities under stress.
- Flexibility to adapt to changing situations in a positive, professional manner.