**Reports To:** Clinical Programs Manager

**Job Summary:** Under direct supervision of a Registered Nurse or Clinician (includes physicians, nurse practitioners, certified nurse midwives, physician assistants) the person in this position collects, records and reports patient care data, carries out age-specific, direct patient care, performs/assists with general and specialized procedure and treatments, teaches patients, coordinates patient care, carries out assignments and documents/communicates care given and patient's response to care.

The LPN (Licensed Practice Nurse) contributes to the planning, implemention, and evaluation of the plan of care.

1. **CARE COORDINATION:** provides input regarding patient's needs and response to care to RN or clinicians. Participates in care planning meetings. Documents and tracks critical follow up as prescribed by the clinician. Assists in carrying out established teaching plans for patients/families both individually and in group setting. Prenatal coordinator, tracking prenatal visits and follow-up as well as initial interview and teaching of prenatal information. Uses EMR and other electronic databases to track patient healthcare needs. Contacts patients as needed for follow-up.
2. **PATIENT CARE & FLOW:** Collects and records data related to patient care. Recognizes growth and development needs through the lifespan, and applies age-specific principles to all aspects of patient care. Recognizes deviations from the patient's normal limits and reports findings to RN/clinician immediately. Provides care to the patient using equipment/monitoring devices. Facilitates room turnover in assigned areas; assists patients as needed with ambulation or transportation using proper body mechanics; takes vital signs, weighs patients and records information in medical record; documents appropriate intake information in chart as stated by patient; responds to patient telephone requests under the supervision of a licensed clinician.

Triage patients who arrive without appointments, including assessment and evaluation for need of medical care based on their medical history, present complaint, vital signs, and physical assessment (after physician consult if necessary). Assessment of patient needs through telephone interviews, advise patients over the phone and identify patients with urgent care needs

1. **ABILITY TO RECOGNIZE AND RESPOND TO MEDICAL EMERGENCIES;** Recognizes emergent situations and treatments (hypoglycemia, as well as CPR); contacts RN/clinician when appropriate to assist with triage of emergency or abnormal situations.
2. **PARTICIPATION IN QUALITY PROJECTS:** Participates in quality assurance and quality improvement activities as requested by clinic administration.
3. **ASSISTING CLINICAL STAFF:** Assists physicians or other staff with set-up and performance of all clinical procedures. Assembles equipment and prepares trays for minor procedures. Assists medical staff with minor procedures and exams. Possesses knowledge of medications for administration. Administers medication (oral, subcutaneous, IM, rectal, vaginal, and topical medications) and documents under the delegation of the Medical Director. Responds to patient telephone messages and prescription refill requests per protocol.
4. **MAINTAINING EQUIPMENT**: Cleans and prepares equipment for sterilization; maintains inventory of necessary supplies for both patient exam rooms and work areas; maintains patient education displays in exam rooms and/or waiting rooms
5. **SCHEDULING/ORDER ENTRY/FILING**: Schedules patients for ancillary services, such as lab work, treatment/testing and surgery; obtains files from medical records, radiology, and any other ancillary services to facilitate patient visits; assists with scheduling duties when appropriate; assists with filing, phones or other administrative duties as needed.
6. **Perform Clinic Based Lab Functions:** Able to accurately perform CLIA waived and CLIA non-waived lab test to include but not limited to simple lab testing such as urine dip, urine pregnancy, hemocult, and capillary glucose monitoring and to demonstrate competence in performing such labs tests by the end of their orientation period on an annualized basis. Ability to perform veinipuncture.
7. **HIPAA Requirements:** The LPN will use PHI to answer patient questions about their medical problems or plan of care, to triage and schedule appointments for urgent medical problems, to relay information from the health care providers to the patient and to provider nursing visits at patients homes. Applying the minimum necessary rules of HIPAA, the designated record sets to which this employee will have access include: scheduling, demographics, and view only patient account information in the practice management system, the complete medical record, including confidential sections.
8. **Perform other duties as assigned**

**Knowledge, Skills and Abilities Required:**

* Proficiency in English and Spanish, both written and spoken language
* Commitment to providing quality health care to all
* Demonstrated commitment to working with patients and staff from a wide range of ethnic, economic, cultural and social background
* Excellent communication skills
* Professional demenor
* Excellent organizational skills

**Education and Experience Required:**

* Current [state] Licensed Practical Nurse License **and**
* Current CPR (health care provider level)

**Physical Requirements:**

Percentage of time spent

* Standing: 20%
* Walking: 25%
* Sitting: 50%
* Lifting/Carrying: 05%
* Physically demanding tasks: Must be able to life/carry up to 40 lbs. supplies

**Working Environment/Physical Hazards:**

* Work in well-lighted, ventilated environment
* Exposure to blood borne pathogens
* Exposure to potentially hazardous chemicals

**Equipment Used:**

**Office Equipment**

* Computer: to perform data entry and word processing
* Telephone: able to hear and communicate
* Fax, Copier, Scanner

**Medical Equipment**

* Autoclave
* Fetal Monitor
* EKG
* Pulse Oximeter
* Audiometer
* Nebulizer
* 02 tank
* Glucometer
* CLIA Waved Lab Equipment

**Immunization:**

Staff member must meet immunizations requirements as stated in [CHC’s] immunization policy.