



Job Title: Licensed Practical Nurse

NATURE OF POSITION: The Licensed practical nurse (LPN) participates as a member of the health care team and provides nursing care to assigned patients under the direct supervision of the provider or other assigned supervisor and accepts delegation from the provider/assigned supervisor in meeting the needs of the patient. The LPN collects data through observation and communicates information to assist the provider in patient assessment and care planning. The LPN delivers care in accordance with the patient care plan, policies and procedures of the organization and principles of relationship-based care. The LPN possesses excellent communication skills; is skillful in mentoring and instructing; and may participate on committees or projects, including quality improvement projects.

In addition, the LPN must have knowledge of fundamental nursing care principles, practices and procedures. Must have a basic knowledge of adverse symptoms and possess the ability to react in emergencies. Must have a general knowledge of the human anatomy and adverse signs and symptoms. Ability to relate well with patients and the ability to teach.

MINIMUM QUALIFICATIONS:

- Must possess a valid unrestricted Oklahoma license as a Registered Nurse or Licensed Practical Nurse.
- Basic Life Support (BLS) Certification

General (Core) Responsibilities:

- Obtains patient history, weight, vital signs and assists in the assessment of patients for symptoms of illnesses.
- Provides practical nursing services according to established national and organizational standards and policies/procedures, including the administration of medications.
- Documents medical services provided in the patient's chart including all observations, assessments, nursing interventions, provider orders, treatments plans, and follow up instructions.
- Participates in continuous quality improvement activities.
- Assists in the promotion of continuity of care by providing health instructions, patient education and collaborating with other health providers.
- Prepares and submits required reports and records in a timely manner.
- Protects patient confidentiality according to nursing and organizational standards.
- Performs other appropriate duties as required or as assigned by a supervisor.
- Safe-guards confidentiality of the medical charts/records and complies with all local, state, and federal laws pertaining to medical records. Assures compliance with all HIPAA regulations concerning use, retrieval, storage, and sharing of medical records.
- Review and assist with managing referrals as needed.
- Act as a liaison for communication from provider to patient and other health care agencies such as pharmacies. For example, general phone calls from patients, refill requests, etc. Such communications will be timely to aid in continuity of care.
- Assists in managing the patient schedule.
- Assists medical providers with examination and treatment of patients.
- Follows protocols and performs accurate and thorough work ups and check-ins of all patients.
- Demonstrate teamwork and commitment to quality patient care.

- Demonstrates the ability to effectively organize and prioritize work and utilize available resources to assist with efficient patient flow in the clinic.
- Actively assists with routine clinic tasks. Utilizes established methods to ensure consistency in maintaining emergency supplies, stock medications, immunizations, forms, sterile instrument inventory, equipment, appropriate exam room inventory, etc.
- Assists in the orientation of new nursing employees.
- Accurately assesses current status as well as preventive health status and communicates needs to provider.
- Assists with patient education based on assessment of patient needs and clinic standards of nursing care and documents in patient record.
- Provides skilled nursing care as demonstrated by safely and accurately performing technical skills (sterile dressings, EKGs, pulmonary treatments, etc.) and the safe, accurate administration of medications, and immunizations.
- Anticipates the needs of providers related to patient visits and assists providers with patient care.
- Assumes role of advocate to ensure health needs are met including responding to patient phone messages and requests in a timely and professional manner.
- Documents all provider orders, nursing actions, and interventions on patient record consistent with health center guidelines.
- Knowledgeable of and follows all established Infection Control guidelines and OSHA standards and participates in staff training events.
- Exhibits caring qualities consistent with the values of the COFMC.
- Performs laboratory testing, including proper handling and labeling of all test samples according to clinic policies and in compliance with CLIA guidelines.
- Keeps patients/families informed of situations that affect patient's clinic visit, i.e. extended waiting times, seeing provider other than originally scheduled, etc.
- Able to perform effectively and appropriately in emergency situations.
- Demonstrates Age Specific Competencies Infants through Adolescents
- Demonstrates Age Specific Competencies - Adult
- Attend clinic mandated and departmental in-services and trainings.
- All other duties as assigned.

☐ Behavioral Health LPN:

- Assists in coordination of psychosocial rehabilitation (PSR) patient care including medical care and appointments.

☐ Wound Care/Podiatry LPN:

- Assists with wound care activities as directed by the provider such as casting, wound vacuum, dressings etc.
- Performs decontamination/sterilization procedures according to infection control standards and policy/procedures.
- Participates in tissue receipt, storage, tracking and documentation, as applicable.
- Understands and complies with regulatory standards for patient safety including informed consent and time outs.
- Performs patient transfer utilizing mechanical lifts in a safe manner and according to training.

☐ Women's Health Services LPN:



- Assists, as directed by provider and within scope, activities such as sterile procedures and monitoring of mother and baby through non-invasive means such as non-stress test, etc.
- Performs decontamination/high level disinfection/sterilization procedures according to infection control standards and policy/procedures.
- Understands and complies with regulatory standards for patient safety including informed consent and time outs.

ORGANIZATION:

- Exhibits enthusiasm, a positive attitude, and professionalism in the workplace
- Handles personal conflict and works through it at the lowest possible level (first with party/parties involved, then, if necessary, with 3rd party mediation)
- Is friendly and easy to approach
- Is neat, clean, well-groomed, and dresses in accordance to the dress code policy
- Leaves personal problems out of the workplace
- Treats all co-workers with dignity and respect
- Abstains from gossip in the workplace
- Arrives on time and works through designated hours
- Completes tasks effectively, accurately and on time
- Demonstrates little or no absenteeism/follows leave guidelines
- Follows designated line of support
- Is flexible, able and willing to respond to unusual job-related demands
- Manages time well
- Recognizes and assists others in the work of the department, even though the work may be outside of regular duties
- Shares equally in the workload of the department
- Works cooperatively with all team members and departments
- Works independently requesting assistance from supervisor only as needed
- Abstains from criticizing COFMC, colleagues and supervisors
- Demonstrates loyalty to COFMC, colleagues and supervisors
- Demonstrates support of the mission and vision of COFMC
- Accepts and participates in cross training
- Takes initiative to identify skill development needs