



LICENSED PRACTICAL NURSE

SUMMARY: Functions in conjunction with any medical provider including nurse practitioners, to assist in the provision of professional medical care and nursing support clinical duties in a clinical setting. Nursing staff play a critical role in the delivery of quality medical care within the context of a federally qualified community health center. Nursing staff will assist the AxessPointe Community Health Center Inc. (API) Medical Providers as needed.

SUPERVISOR: RN Manager

DUTIES AND RESPONSIBILITIES:

1. Assist with comprehensive patient examinations, screenings, health education, and treatment of patients within the nurse's scope of practice, using a systematic approach to history and physical appraisal of the patient.
2. Provides appropriate counseling and health education to patients, providing necessary literature and instructions for continuity of care.
3. Able to accurately prepare, administer and record medications and/or procedures directed by medical provider including nurse practitioner.
4. Develops and implements patient comprehensive management plans, records progress notes, and assists in provision of continuity of care.
5. Instructs and counsels patients regarding compliance with prescribed therapeutic and drug regimens; documenting and maintaining patient records of services provided according to prescribed program standards.
6. Able to accurately execute technical clinical procedures when assigned.
7. Able to maintain proper storage and handling of clinical equipment, supplies and drugs; ability to lift, carry and store supplies within the center as directed.
8. Maintain a clean and orderly clinical atmosphere, adequately preparing exam rooms and properly equip laboratory.
9. Interact with other agencies/medical entities in regards to patient medical information and documenting referrals, as necessary.
10. **Other clinical duties and responsibilities as assigned by the RN Manager.**

MINIMUM QUALIFICATIONS:

1. Graduation from an accredited nursing program.
2. Two to five years of community health experience preferred.

LICENSES OR CERTIFICATIONS REQUIRED:

1. License to practice in the State of Ohio.

COMPLIANCE:

This position requires compliance with API's written standards, including its Compliance Program and Standards of Conduct and policies and procedures. Such compliance will be an element considered as part of the regular performance evaluation.

Failure to comply with API's Written Standards, which may include the failure to report any conduct or event that potentially violates legal or compliance requirements or API's Written Standards or, for managers and supervisors, fails to detect non-compliant conduct where reasonable efforts would have resulted in detection, will be met by the enforcement of disciplinary action, up to and including possible termination, in accordance with API's Compliance Program Policy and Procedure: Addressing Instances of Non-Compliance through Appropriate Disciplinary Actions.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, and use hands to finger handle or feel; to talk; or hear. The employee is frequently required to reach with hands and arms. The employee must occasionally stand, walk, climb or balance, stoop, kneel, crouch or crawl. The employee must be able to frequently lift up to 25 pounds. The employee may occasionally be required to lift 25 to 50 pounds; however, this is not essential; duties may be shifted to accommodate lifting restrictions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use close vision (clear vision at 20 inches or less). The employee will occasionally be working near moving mechanical parts, be exposed to outdoor weather conditions and exposed to a risk of electrical shock while running the copier, printer, other standard equipment and answering the telephone. The noise level in the work environment is low to moderate. Stress level can be high at times.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.

This is acknowledging that I have read and understand the requirements of the position. I understand that the agency has the authority to change the duties of this position as agency needs dictate.

To Applicants: I understand this is not an offer of employment.

Employee/Applicant:

Print Name	Sign Name	Date
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API Representative:

Print Name	Sign Name	Date
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