

LICENSED PRACTICAL NURSE

SUMMARY: Nursing staff play a critical role in the delivery of quality medical care within the context of a federally qualified community health center. The LPN functions under the supervision and guidance of the RN Manager and in conjunction with any medical provider, including nurse practitioners. Participates in the multi-disciplinary process of providing care and treatment to patients and provides clinical support and technical assistance to the professional medical and other staff. The LPN is responsible for functioning within the scope of practice dictated by the Ohio Board of Nursing. LPN's must be able to manage a demanding workload with accuracy. Position requires excellent customer service skills with patients, and their families, other staff, physicians, vendors, and the public.

SUPERVISOR: RN Manager

DUTIES AND RESPONSIBILITIES:

1. Assists providers with patient office visits, including putting patients in rooms, interviewing patients, recording vital signs including pulse rate, pulse oximetry, respiratory rate, blood pressure, height and weight.
2. Provides counseling and health education to patients, providing necessary literature and instruction for continuity of care.
3. Prepares, administers and documents medications and/or procedures as directed by the medical provider, including nurse practitioners.
4. Demonstrates appropriate use of Red Bag Waste.
5. Organizes exam rooms, including general cleaning, upkeep, and re-stocking of supplies.
6. Performs all aspects of patient care in an environment that optimizes patient safety and reduces the likelihood of medical/health care errors.
7. Ability to lift, carry and store clinical equipment and supplies within the center as directed.
8. Follows Health Department guidelines regarding communicable diseases.
9. Documents all nursing care consistent with professional standards utilizing the agency approved EMR system.
10. Completes incident reports as indicated.
11. Communicates appropriate information, both verbal and written, diplomatically with patients and staff, including those which may be of a sensitive nature in order to ensure continuity of care.
12. Assists Chief Compliance Officer/Privacy Officer to protect confidential information of patients from unauthorized use or disclosure.
13. Per Ohio Revised Code 2151.421, any LPN who knows, or has reasonable cause to suspect based on facts that a child under eighteen years of age, or a person under twenty-one years of age with a developmental disability or physical impairment, has suffered or faces a threat of suffering any physical or mental wound, injury, disability, or other condition of a nature that reasonably indicates abuse or neglect of the child **must** make a report to child protective services or law enforcement.

14. The Essential Duties and Responsibilities above represent the most significant duties of this position, but does not exclude other occasional work assignments that would be within the qualification and responsibility levels of the position.

MINIMUM QUALIFICATIONS:

1. Graduation from an accredited nursing program.
2. Holds and maintains an unrestricted LPN license in the State of Ohio
3. Holds and maintains BLS certification through the American Heart Association
4. Ability to read, write and speak English
5. Two to five years of community health experience preferred.
6. Computer competency to include use of work processing, e-mails, and internet. Previous experience with EMR technology is 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

API Representative:

_____	_____	_____
Print Name	Sign Name	Date