



Licensed Practical Nurse

Role and Responsibilities:

Supports medical providers in provision of patient care.

Duties:

- Place phone calls to pharmacies to order prescriptions
- Set up referral contacts
- Pull and prepare patient charts
- Record vital signs
- Perform tests
- Administer injections
- Discuss and record chief health concerns
- Participates in performance improvement activities and initiatives on-going.
- Attends and participates in in-service and continuing education offered to the staff.

Supervision:

Supervised by: Director of Clinical Services

Qualification and Education Requirements:

- High school diploma or equivalent, plus 3-5 years of primary care experience in a clinical setting, preferably to include prior work with infectious disease and/or HIV. Requires current LPN License.

Preferred Skills:

- Knowledge of medical terminology
- Interpersonal and customer service skills
- Ability to keep schedules and to maintain confidentiality
- Ability to exert physical effort: standing, lifting, and carrying materials or equipment
- Ability to file and retrieve information
- Ability to respond to questions in a tactful and professional manner
- Adherence to established departmental service standards

Skills:

File Management and Organization, Excellent Verbal and Written Communication, Proficient Typing, Data Entry, Attention to Detail, Confidentiality, Thoroughness, Experience with Microsoft Word and Excel.

Physical and Mental Requirements:

Handles a multitude of tasks simultaneously and communicates with staff in verbal and written form.

Qualifications:

This job description includes the major duties and responsibilities of the job. I understand that it is not inclusive of every task inherent of the job. In addition, I understand that it may occasionally require assignment of tasks not specifically covered in this job description. I understand that I will comply with reasonable requests from my supervisor.

Reviewed and approved by:

Tim Young
Chief Executive Officer

Date

Human Resources

Date

I have read and understand the job description for this job position.
I agree to abide by all the duties and responsibilities for the job including and reasonable request from my supervisor.
I also understand that I will be evaluated based on these job specific performance standards.

Employee's Signature

Date