



**POSITION ANNOUNCEMENT  
MEDICATION AND PAP LICENSED PRACTICAL NURSE**

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Department:	Medical	Supervisor:	Medical Support Staff Manager
Status:	Full Time		

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**A. POSITION SUMMARY**

LPN renders safe nursing care to patients. The LPN administers medications, performs venipuncture, and performs related duties. LPN specializes in management of medication refills as well as the patient assistance program.

**B. POSITION DUTIES**

1. Knowledge and understanding of Employee Handbook.
2. Carry out the meaning of the CSMD Mission and Vision statements.
3. Practice a culture of safety to reduce or prevent risk of injury, claims, loss, or liability by utilizing the Risk Management and Infection Control Plan.
4. Perform responsibilities with a high-quality standard to yield improved compliance, quality, and patient outcome measures by adhering to the Quality Improvement Plan.
5. Be present and ready for work as scheduled.
6. Attend in-service trainings, departmental meetings, and community events.
7. Work cohesively with team members.
8. Manages the Patient Assistance medication program that aids with affordable medications for the under-served population.
9. Provides timely feedback with patients in regards to medication refill needs.
10. Monitors the Equiscript program which delivers medications to the patient's home.
11. Complete initial assessment of patient according to department Policies and Procedures and documents appropriately.
12. Completes age-specific assessments: Neonate/Infant and Toddler - Accurately obtains head circumference, weight, height, vital signs; Neonate/Infant Toddler, Preschooler, School Age and Adolescent - Accurately obtains weight, height, vital signs.
13. Accurately completes a developmental assessment.
14. Neonate/Infant, Toddler, Preschooler - Accurately assesses immunizations are up to date.
15. Adolescent, Adult, Geriatric - Accurately assesses functional, nutritional, physical/psychosocial status, educational and discharge needs.
16. Reassesses patient according to department guidelines and documents appropriately.
17. Applies the nursing process to each patient and implements nursing actions.
18. Follows plan of care for each patient.
19. Continuously monitors patient for physical and psychosocial needs and alternates plan of care if changes is needed.
20. Correctly administers medications by all routes; Neonates/Infants; Toddler/Preschooler; School Age; Adolescent/Adult; and Geriatrics.
21. Appropriately documents administration of medication and patient's response to medication.
22. Receives physician's orders, records and assures completion.
23. Assist physicians with exams, as necessary.

24. Documents care provided to patients, and their reaction to that care.
25. Recognizes emergency situations and responds appropriately.
26. Provides patient and/or family, significant teaching as opportunities arise or as need is identified.
27. Neonate/Infant - teaching done with parents/guardian.
28. Toddler-teach with lay and simple, concrete verbal explanations.
29. Preschool-teach with the use of role playing, toys, etc. and gives simple, concrete explanations.
30. School age/Adolescent-explains care procedures using correct terminology, supplements explanation with reasons why.
31. Adults - explain procedures using correct terminology and the notifying patients about their responsibilities.
32. Geriatric-explains care procedures using correct terminology adapts to physical limitations (visual or hearing changes).
33. Ability to educate and relay information to patients in a clear and concise manner.
34. Assess, implement, and evaluate patient education, paying particular attention to identified learner needs, barriers, and preferences.
35. Develop a plan for education together with the patient by incorporating the principles of self-management, by determining priorities, and by setting goals that are reachable and realistic.
36. Investigate alternative methods of patient education that are suitable for different learner needs and preferences, such as interactive Q & A, audiovisual materials, computer-assisted instruction, cooperative learning (group education formats), displays and bulletin boards, demonstration/return demonstration, role play, and patient-directed education.
37. Target specific groups served by the clinic – the disadvantaged, the elderly, minority groups, children, teens, pregnant women, etc. – and design needs-based programs for education.
38. Develop, evaluate, maintain, and promote the use of effective patient education materials in the clinic and the community at large.
39. Develop and prepare content and a schedule of conferences and in-services to convey theory and methods of patient education to resident physician, faculty, and staff.
40. Organize and participates in community activities, such as health fairs, school projects, etc.
41. Develop a patient education curriculum for an array of chronic diseases that have a significant nutritional component.
42. Responsible for completion of all patient care assignments by end of shift while maintaining quality standards.
43. Develop and maintains approved policies and procedures for patient education and helps ensure compliance with all federal, state and local regulatory bodies.
44. Utilize appropriate resources to accommodate age, education, cultural and communication barriers.
45. Initiates multi-disciplinary referrals as needed and does not appropriate follow-up.
46. Assures informed consent is obtained.
47. Respects privacy of patient.
48. Attends general orientation.
49. Identifies unsafe conditions and intervenes in a timely manner.
50. Responds to all emergency codes and drills and completes appropriate paperwork.
51. Follows Standard precautions by utilizing appropriate Personal Protective Equipment.
52. Demonstrates knowledge of Policies and Procedures for the 7 Environment of Care Plans: (1) Safety and Security; (2) Hazardous Material and Waste; (3) Fire Safety; (4) Medical Equipment; (5) Utilities; (6) Other Physical Environment; and (7) Emergency Management.
53. Enforces environment of Care policies (smoking, hand washing, trash disposal, etc.).
54. Completes all required referral paperwork.
55. Gives complete report when referring patient.
56. Arranges for post discharge needs (home health, DME, appointments, etc.).

57. Coordinates and prioritizes patient activities across all departments.
58. Appropriately delegates care duties to Medical Assistant.
59. Maintains open communication with all team members.
60. Maintains adaptability, supports teamwork, and resolves problems.
61. Reads written communication provided on unit (meeting minutes, memos).
62. Follows chain of command with problems and suggestions.
63. Accepts additional assignments willingly; and assists others as required to meet quality service and productivity expectations.
64. Other duties as assigned.

### **C. REQUIREMENTS**

1. Graduate of an accredited LPN school of nursing.
2. Current CPR certification is required.
3. Current license as a Licensed Practical Nurse in the State of Louisiana.
4. Experience in collaboration with interdisciplinary healthcare teams.
5. Experience in ambulatory care setting preferred.

### **D. SUPERVISES**

NONE.

### **E. TRAINING**

Relias CareSouth Onboarding  
Relias Track A Clinical

### **F. PERFORMANCE MANAGEMENT EVALUATION TYPE**

Clinic Support

### **G. PHYSICAL REQUIREMENTS:**

1. Visual acuity - always
2. Hand – eye coordination - always
3. Lifting approximately 10-15 lbs., Pushing, Pulling - sometimes
4. Stooping, Bending, and Standing - sometimes
5. Walking- frequent; short distances

### **H. WORK ENVIRONMENT:**

1. Indoor, environmentally controlled
2. Exposure to disease or infections
3. No vibrations
4. Exposure to artificial and/or natural light
5. Exposure to outdoor weather elements

### **APPLICATION PROCEDURE:**

Please submit a completed employment application found at [www.caresouth.org/jobs](http://www.caresouth.org/jobs) or the HR office, resume, and credentials via email to [jobs@caresouth.org](mailto:jobs@caresouth.org) or deliver to the HR office. CareSouth is an EOE.

**CLOSING:** This announcement will open until filled.