



**POSITION ANNOUNCEMENT
HIV/STI/HepC LICENSED PRACTICAL NURSE**

Department: Medical Ryan White
Status: Full Time

Supervisor: RW Clinical Director
Date: July 2019

POSITION SUMMARY:

LPN renders safe nursing care to patients. The LPN administers medications, performs venipuncture, and performs related duties.

B. POSITION DUTIES

1. Complete initial assessment of patient according to department Policies and Procedures and documents appropriately.
2. Completes age-specific assessments: Accurately obtains all vital signs. Accurately completes a developmental assessment.
3. Accurately assesses immunizations are up to date.
4. Accurately assesses functional, nutritional, physical/psychosocial status, educational and discharge needs across the lifespan.
5. Reassesses patient according to department guidelines and documents appropriately.
6. Applies the nursing process to each patient and implements nursing actions.
7. Follows plan of care for each patient.
8. Continuously monitors patient for physical and psychosocial needs and alternates plan of care if changes are needed.
9. Correctly administers medications by all routes across the lifespan.
10. Appropriately documents administration of medication and patient's response to medication.
11. Receives physician's orders, records and assures completion.
12. Assist physicians with exams, as necessary.
13. Documents care provided to patients, and their reaction to that care.
14. Recognizes emergency situations and responds appropriately.
15. Provides patient and/or family, significant teaching as opportunities arise or as need is identified.
16. Teach with lay and simple, concrete verbal explanations.
17. Explains care procedures using correct terminology; supplements explanation with reasons why and the notifying patient's about their responsibilities.
18. Geriatric-explains care procedures using correct terminology: adapts to physical limitations (visual or hearing changes).
19. Ability to educate and relay information to patients in a clear and concise manner.
20. Assess, implement, and evaluate patient education, paying particular attention to identified learner needs, barriers, and preferences.
21. 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.

22. 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.
23. 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.
24. Develop, evaluate, maintain and promote the use of effective patient education materials in the clinic and the community at large.
25. 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.
26. Organize and participates in community activities, such as health fairs, school projects, etc.
27. Develop a patient education curriculum for an array of chronic diseases that have a significant nutritional component.
28. Responsible for completion of all patient care assignments by end of shift while maintaining quality standards
29. Develop and maintains approved policies and procedures for patient education and helps ensure compliance with all federal, state and local regulatory bodies.
30. Utilize appropriate resources to accommodate age, education, cultural and communication barriers.
31. Initiates multi-disciplinary referrals as needed and does appropriate follow-up.
32. Assures informed consent is obtained.
33. Respects privacy of patient.
34. Attends general orientation.
35. Identifies unsafe conditions and intervenes in a timely manner.
36. Responds to all emergency codes and drills and completes appropriate paperwork.
37. Follows Standard precautions by utilizing appropriate Personal Protective Equipment.
38. 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.
39. Enforces environment of Care policies (smoking, hand washing, trash disposal, etc.).
40. Completes all required referral paperwork.
41. Gives complete report when referring patient.
42. Arranges for post discharge needs (home health, DME, appointments, etc.).
43. Coordinates and prioritizes patient activities across all departments.
44. Appropriately delegates care duties to Medical Assistant.
45. Maintains open communication with all team members.
46. Maintains adaptability, supports team work and resolves problems.
47. Reads written communication provided on unit (meeting minutes, memos).
48. Follows chain of command with problems and suggestions.
49. Accepts additional assignments willingly; and assists others as required to meet quality service and productivity expectations.
50. Organize and participates in community activities, such as health fairs, school projects, etc.
51. Develop a patient education curriculum for an array of chronic diseases that have a significant nutritional component.
52. Develop and maintains approved policies and procedures for patient education and helps ensure compliance with all federal, state and local regulatory bodies.

53. Utilize appropriate resources to accommodate age, education, cultural and communication barriers.
54. Initiates multi-disciplinary referrals as needed and does appropriate follow-up.
55. Educating clients regarding HIV and other disease processes.
56. Communicates with appropriate Ryan White staff on “No- show” appointments daily in order to maintain connection to care.
57. In conjunction with the Program Director will perform intake interviews of new and out-of-care HIV positive clients for the RW program.
58. Will participate in Patient Case conferences.
59. Will assist Program Director as needed with CQI issues.
60. Will attend RW departmental meetings.
61. Responsible for communication and referrals to outside Aids Service Organizations
62. Responsible for Rapid testing and counseling on site.
63. Maintains rosters and documentation of (HRSA) minimal required standards of care for all HIV clients.
64. Works closely assisting the RW medical providers during the routine medical appointment visit.
65. Other duties as assigned.

C. REQUIREMENTS

1. Graduate of an accredited LPN/LVN 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 HIV/STI/Hepatitis C, preferred.
5. Experience in collaboration with interdisciplinary healthcare teams.
6. Experience in ambulatory care setting preferred.
7. The position requires a minimum of two years of clinical experience, including a minimum of one year in a primary care setting/environment. Special Qualifications: Required to be able to successfully complete established competencies for the position within designated probationary period. Effective communication skills: both oral and written. Computer skills needed. Ability to work with others within a team to ensure quality patient care. S/He should have strong problem-solving skills. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

APPLICATION PROCEDURE:

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

CLOSING: This announcement will remain open until filled.