 David Raines Community Health Centers

Job Success Profile

**Licensed Practical Nurse**

The Licensed Practical Nurse provides basic and skilled nursing care to the patients under the direction of the RN, NP or Physician. The LPN utilizes observational skills and reports pertinent patient symptoms and/or changes in conditions to the Physician. Assists with emergency medical situations and document medications, treatments and patient education. Also assists with medical management duties such as, but not limited to, working up charts, maintaining adequate supplies and maintaining a clean organized, safe environment.

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| **Department:** Medical | **Job Status:**  Full Time |
| **FLSA Status:** NonExempt | **Reports To:** Director of Clinical Services |
| **Grade/Level:** | **Amount of Travel Required:**  20% |
| **Work Schedule:** Monday-Friday, 7am-6pm | **Positions Supervised:**None |

Essential Skills

* Obtains vital signs, weight and other measurements. Instructs and assists patients in collection of specimens as ordered; tests specimens if required, such as urine pregnancy test, urine dipstick, hematocrits and blood glucose.
* Informs Physician of any patients having urgent care needs.
* Observes changes in patient’s condition and reports to supervisor or physician when indicated. Intervenes in instituting or assisting in emergency situation.
* Checks charts for completeness prior to physician seeing patient; assists in ensuring lab and other diagnostic test results are in medical records. Prepares patient for examination or procedures.
* Prepares and administers oral, intramuscularly, and subcutaneous medications according to physician’s order and clinic policy.
* Ensures environment is clean and neat providing comfort and safety to the patient. Reports equipment malfunctions to Director of Clinical Services.
* Collects necessary equipment/supplies, checking operation of equipment prior to beginning procedures.
* Transcribes physician’s orders and records pertinent information on patient’s medical records.
* Provides patient education for diagnostic test preparation and for patients requiring special home health care.
* Assists in ordering supplies; is careful not to overstock or be indiscriminate in using supplies.
* Properly disposes of contaminated sharps and trash. Cleans and checks refrigerator temperatures as assigned. Prepares exam and treatment rooms for the next day.
* Maintains supportive rapport with patients and their support systems.
* Rotates break and lunch schedules as assigned by supervisor.
* Assists in performing clerical duties as needed.
* Attends regularly scheduled staff meetings. Reports to work on time, does not abuse leave time and follows call-in procedure. Complies with dress code.
* Must be available to rotate on occasion, as may be necessary, to other DRCHC sites (Bossier, Gilliam, Haynesville, Minden, or Shreveport).

Social Skills

* Being aware of others' reactions and understanding why they react as they do.
* Adjusting actions in relation to others' actions.
* Actively looking for ways to help people.
* Teaching others how to do something.
* Bringing others together and trying to reconcile differences.

Resource Management Skills

* Managing one's own time and coordinating the time of others.
* Motivating, developing, and directing patients to access community resources through referrals.

Desktop Computer Skills

* **Internet** - Using a computer application to access resources online.
* **Navigation** - Using scroll bars, a mouse, and dialog boxes to work within the computer's operating system. Being able to access and switch between applications and files of interest.
* **Databases** - Using a computer application to manage large amounts of information, including creating and editing simple databases, inputting data, retrieving specific records, and creating reports to communicate the information.
* **Presentations** - Navigating the Internet to find information, including the ability to open and configure standard browsers; use searches, hypertext references, and transfer protocols; and send and retrieve electronic mail (e-mail).
* **Spreadsheets** - Using a computer application to enter, manipulate, and format text and numerical data; insert, delete, and manipulate cells, rows, and columns; and create and save worksheets, charts, and graphs.
* **Word Processing** - Using a computer application to type text, insert pictures, format, edit, print, save, and retrieve word processing documents.
* **Medical software**
* **Word processing software**
  + Microsoft Word
  + Word processing software
* **Spreadsheet software**
  + Spreadsheet software
  + Microsoft Excel
* **Calendar and scheduling software**
  + Calendar software
* **Electronic mail software**
  + Email software
* **Internet browser software**
  + Web browser software
* **Office suite software**
  + Microsoft Office software

Physical Demands

* Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
* Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
* Must be able to lift and carry up to 50 lbs
* Position requires standing 2/3 of the time, walking 2/3 of the time, requires sitting 2/3 of the time, use of hands to finger, handle or feel 1/3 of the time, reach with hands and arms under 1/3 of the time, stoop, kneel, crouch or crawl under 1/3 of the time, talk or hear over 2/3 of the time.
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Working Conditions

Physical Requirements

* Work is performed primarily in medical offices. Work is often performed in stressful situations with competing deadlines. The noise level in the work environment is usually quiet in office settings and moderate in other situations.
* Work may require evening and weekend assignments that require physical presence outside of 8am-5pm business hours.
* May be required to travel to other health centers to partner with providers in case management.
* May be required to attend conference and training sessions within Louisiana or out-of-state locations.
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Education/Experience Qualifications

* Physical Requirements
* Current licensure of practical nursing in the State of Louisiana.
* Minimum of one year experience as an LPN.
* Demonstrated ability to perform the functions of the LPN according to accepted standards of nursing care.
* Current CPR certification.
* Good physical and mental health, emotional stability and appropriate grooming.
* Demonstrates tact, courtesy, and an understanding of the needs of the patient.
* Must be able to adjust to diversified types of personalities and use good judgment in varying situations.
* Must be able to meet the physical requirement for this position.
* Experience with electronic health records required, preferably NextGen or similar EHS.
* Must be available to work after hours and weekends as required by management.

 David Raines Community Health Centers

Job Success Profile Acknowledgement Form

**Licensed Practical Nurse**

David Raines Community Health Centers has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this position description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff. I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

David Raines Community Health Centers (DRCHC) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. DRCHC complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. DRCHC expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of DRCHC employees to perform their expected job duties is absolutely not tolerated.

I have received a copy of the job description for my position. I have discussed any questions I may have had about this job description prior to signing this form.

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**Employee Signature**  **Date Signed**

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**Employee’s Printed Name**