



Bond Community Health Center, Inc.

JOB DESCRIPTION

POSITION: Licensed Practical Nurse (LPN)

DEPARTMENT: Nursing

REPORTS TO: Nursing Supervisor

COORDINATES WITH: Medical and Other Program Staff

Under the supervision of the Nursing Supervisor, LPNs will be responsible for performing nursing functions in the area of triage, physical assessments, patient education, medical charting and the giving of ordered injections, consistent with the policies of the Center and appropriate regulations of the State of Florida.

RESPONSIBILITIES:

General

1. Interview patients and record significant patient data, including existing and potential health problems, family history about existing and long-term health conditions and problems and related patient responses.
2. Participate in referral and follow-up procedures appropriate to the health care of the patient.
3. Administer prescribed medications and impart to the patient any necessary information regarding the medication.
4. Counsel and instruct patients/customers individually and in groups as requested – health education.
5. Maintain an environment in the examining room in which the patient can be cared for in comfort, safety and with dignity.
6. Assist in the supervision of ancillary staff including Medical Assistants, under the direction of the Nursing Supervisor.
7. Inform appropriate staff of the medical regimen in such a way as to assure its being carried out.
8. Record in the patient's record and report to appropriate professional personnel any information pertinent to the care of the patient.
9. Review patient's records prior to and following the medical examination in order that the medical and nursing regimen is implemented.
10. Perform HIV/AIDS Counseling and Testing.
11. Perform venipuncture, EKG, vision and hearing testing, measures weight, B/P and vital signs, administers immunizations, PPD's and ensure injections for HIV/AIDS patients.
12. Perform duties as delegated by the Medical Provider staff to meet the day-to-day requirements of the patients and the Center.
13. Maintain competence in practice through continuing education and other appropriate learning experiences designed to foster career development.
14. Perform other Center duties as required.

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Laboratory

1. Inform patients of procedures for drawing blood.
2. Explain the type of test being performed.
3. Draw blood or collect urine specimen (as appropriate).
4. Process specimens in computer.
5. Process normal and abnormal pap smears.
6. Ensure that specimens are picked up by the contract laboratory.
7. Perform on-site testing as applicable and appropriately directed.
8. Perform all blood collection, blood preparations, urine specimen packaging and referrals to reference lab consistent with the Center's approved Limited Laboratory Policy and Procedures.
9. Perform other limited functions as ordered by the provider and consistent with licensed supervision.
10. Record and maintain appropriate files and journals as required and assure accurate assessment and review of services performed.
11. Assure the accurate accounting of lab services performed as required by Financial Services and to assist in making all corrections and update to the patient care profile maintained by the respective computer files of the Center and the reference lab.

QUALIFICATIONS:

- Possession of a current and valid State of Florida License as a Practical Nurse, and evidence of appropriate education equivalent to the Associate Arts Degree in Nursing.
- Previous experience in a licensed ambulatory health care facility and a minimum of two years of direct LPN experience preferable in primary care. Experience and knowledge of HIV/AIDS is preferred.
- Demonstrated ability in performance as a Licensed Practical Nurse (LPN) as evidence through work reference from previous employers.
- Culturally competent with skills/experience working with diverse populations.
- Ability and desire to provide service to prenatal patients consistent with Florida State Health Department and the Bureau of Primary Health Care Program (Federal) Guidelines.

PHYSICAL DEMANDS/WORKING CONDITIONS:

- Work areas may occasionally become crowded. Position required bending, sitting and lifting. Accommodations will be given to those with disabilities. May be kicked, bit or scratched by resistant children. Must be able to tolerate screaming, crying and other hysterical behavior by pediatric and mentally disturbed patients. May also be exposed to Blood-borne Pathogens including HIV/AIDS and Hepatitis. All clinical staff is encouraged to receive the Hepatitis B Vaccination (offered by BCHC free of charge) and Tetanus Toxoid.

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SUPERVISION RECEIVED:

- Medical Director, Nursing Supervisor, Medical Providers.

SUPERVISION RENDERED:

- Medical Assistants, students, interns and volunteers.

COMPLEXITY:

- Knowledge and use of CRT; knowledge of clinical measures and health outcomes.

INTERPERSONAL CONTACTS:

- On-going interaction with all providers and patients, Medical Director, Chief Executive Officer, QI Committee and support staff.

RESPONSIBILITY FOR CONFIDENTIAL MATTERS:

- Position is exposed to confidential patient information, correspondence and reports and is expected to follow BCHC's confidentiality policy as defined in the Employee Handbook.

EFFECT OF ERRORS:

- Errors could expose the Center to legal liability, fines, lost of revenue and possible embarrassment.

HOURS OF WORK:

- A minimum of 40 hours per week and as needed.

SALARY:

- As specified in the Notice of Hire.

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____