

Southern Tier Community Health Center Network, Inc.

Job Title: Licensed Practical Nurse

Effective Date: 9/04

Department: Nursing

Revision Date: 3/13/13

Revision # 3

Developed by: *Carolee Allen* Approved by: *[Signature]*

DONA

Medical Director

Reviewed by: CA 3/13/13

1. **REPORTS TO:** Nursing/Office Administrator
2. **DIRECTION EXERCISED:** No direct reports.
May periodically be required to orient/train new staff to department, position, job duties and responsibilities.
3. **PRIMARY FUNCTION:** The primary function of the LPN is to perform tasks and responsibilities within the framework of casefinding, health teaching, health counseling, and provision of supportive and restorative care under the direction of a registered professional nurse or licensed physician, or other licensed health care provider legally authorized to do so.
4. **EDUCATION/EXPERIENCE:**
 - a. Graduate of an accredited school of Practical Nursing
 - b. Current New York State, LPN registration or eligible for licensure
 - c. Successful completion of BLS course required
 - d. Previous patient care experience in the identified area preferred
5. **DUTIES, RESPONSIBILITIES AND JOB ACCOUNTABILITIES:**
 - a. Demonstrate accountability for the provision of nursing care
 - b. Collects data and communicates patient information in order to optimize patient outcomes
 - c. Respects cultural customs and beliefs
 - d. Assists in determining the health status and health needs of the patient and assists in the formulation of goals/outcomes
 - e. Demonstrates the knowledge and skill necessary to provide care appropriate to the age and developmental level of the patient
 - f. Assists in the coordination of human and material resources for the provision of care to assigned patients
 - g. Participates with other members of the health care team for patient care delivery
 - h. Demonstrates professional growth as evidenced by a minimum of ten (10) hours of related education inservices annually.
 - i. Responsible for working with providers to best efficiently meet their needs and our patients needs
 - j. Provides stocking, storage, cleaning, communication nurse duties and others as assigned
 - k. Responsible for NYSDOH Rx EMR paper
 - l. Ensures safety of all medicines and medical supplies maintained at the practice site.
 - m. Other work related duties as assigned.
6. **PATIENT SAFETY:**
 - a. Maintains standard precautions
 - b. Provides a safe environment for patients and family
 - c. Appropriately assures correct patient identification

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7. **WORKING CONDITIONS:** Works in a well-lighted and ventilated environment. Occasional exposure to disagreeable odors, fumes or air borne particles, communicable diseases. This position involves exposure to infectious wastes such as blood and body fluids that mandate the wearing of gloves, masks, gowns and goggles for every actual or potential exposure. Potential for strains and injuries due to equipment/patient causes. The noise level is usually moderate.

8. **PHYSICAL/MENTAL DEMANDS:** Requires ability for delivery of both direct and indirect patient care under the direction of the Registered Nurse. Collects and documents data regarding patient care provided. Able to maintain composure and effectiveness in emergency situations and when handling multiple priorities. Good communication skills, both verbally and written. Walks, and stands most of the day. Physically able to perform some heavy lifting (50-100 pounds). Able to meet and maintain STCHCN health requirements. Able to both hear and possess visual acuity necessary in performing nursing assessments.