

# UPPER GREAT LAKES FAMILY HEALTH CENTER

## JOB DESCRIPTION

<b>Job Title:</b>	Clinic LPN	<b>FLSA Status:</b>	Non-exempt
<b>Effective Date:</b>		<b>Supervised By:</b>	
<b>Revised Date:</b>		<b>Approved By:</b>	HR

### SCOPE OF PRACTICE

A licensed practical nurse (LPN) is a person who practices nursing but who has less comprehensive education and skills than a Registered Nurse (RN). An LPN may perform only under the supervision of an RN, physician, or dentist.

### BASIC FUNCTION

The Clinical LPN provides daily clinical support for medical providers with primary responsibility for patient care-related tasks including patient intake.

### PRIMARY RESPONSIBILITIES AND DUTIES

1. Ensures proper and efficient patient flow.
  - a. Triage scheduled patients, patient walk-ins, and patient phone calls.
  - b. Monitors supply inventories, assists with supply ordering, and ensures exam rooms are appropriately stocked.
  - c. Sterilizes medical equipment and disinfects exam rooms and other clinical areas.
  - d. Communicates schedule delays to patients.
  - e. Assists with administrative patient care tasks, such as prior authorizations, completing referrals, scheduling appointments, and maintaining records and reports.
  - f. Serves as a liaison for patients participating in TeleHealth services.
2. Prepares patients for medical examinations and treatments.
  - a. Completes medical history, properly documents patient encounter, and attends to other required patient visit tasks.
  - b. Collects and records patient vitals, symptoms, problems, and pain, and other patient screening questions.
  - c. Provides education to patients and/or family members.
3. Provides nursing care within the scope of licensure.
  - a. Prepares equipment and assists provider during patient examinations, treatments, procedures, and testing.
  - b. Performs nursing procedures, administers immunizations and medications, performs EKGs, phlebotomy, CLIA tests, and collects basic lab specimens.
  - c. Understands the role and functions of team-based care and refers patients as necessary.
  - d. Completes all documentation including medical charts as appropriate according to the medical records system.
4. Demonstrates advanced competency in clinical nursing.

- a. Has a knowledge of panel management and preventative health initiatives.
  - b. Has a knowledge of Patient Centered Medical Home, and National Committee for Quality Assurance programs.
  - c. Participates in efforts to achieve preventative health, patient outcome, and quality goals.
  - d. Participates in risk management activities, clinical policy, procedure, and process reviews.
  - e. Demonstrates advanced skills in vaccine program management.
  - f. Uses clinical assessment skills to interpret patient self-reporting, lab reports, radiology reports, and other clinical data.
  - g. Utilizes standing orders.
  - h. Demonstrates competency with CLIA waived testing.
  - i. Understands the telehealth model and uses devices to allow remote health access.
5. Demonstrates leadership with clinical staff.
    - a. Leads huddles and other team meetings.
    - b. Participates in nursing peer review.
    - c. Trains other staff and orients new employees.
  6. Engages in group discussion huddles, team meetings, and nursing peer review as appropriate.
    - a. Provides feedback and input during discussions concerning meeting topics.
    - b. Establishes action items based on discussions as necessary.
    - c. Completes action item(s) follow up as necessary.
    - d. Demonstrates professionalism during discussions.

#### **GENERAL PROFESSIONAL DEVELOPMENT**

1. Organization: Displays advanced organizational skills when participating in projects or supervising the work of others.
2. Problem Solving: Selects from established alternatives and modifies approaches in response to difficult situations.
3. Analysis: Analyzes information following established methods and techniques, creating results that do not require the employee's own opinions.
4. Problem Resolution: Exercises tact and diplomacy in the resolution of conflicts or disagreements.
5. Communication: Provides or exchanges routine information in a professional manner.

#### **PROFESSIONAL/TECHNICAL KNOWLEDGE, SKILLS & ABILITIES**

1. Possesses the equivalent of formal training in nursing, generally obtained in the form of a certificate.
2. Maintains a current knowledge of nursing, typically acquired through continuing education.

#### **LICENSES & CERTIFICATIONS**

1. Current, valid License of Practical Nursing in Michigan
2. BLS Certification

#### **TECHNICAL SKILLS**

1. Prepares basic correspondence and simple reports using Microsoft Office Suite.
2. Demonstrates proficiency with all electronic clinical systems, in use at the health center, including EHR and scheduling systems.

#### **COMMUNICATION SKILLS**

1. Communicates complex concepts in a clear effective manner for a general audience.
2. Possesses excellent culturally competent communication skills.

**WORKING CONDITIONS:**

1. Work is performed in a clinic environment.
  2. This is a non-exempt position, working beyond 40 hours in a week may be assigned based on organizational needs.
  3. Requires regular sitting, standing, walking, and lifting up to 25 pounds.
  4. Occasional travel between clinic locations.
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The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the work. UGLFHC reserves the right to revise or change job duties and responsibilities as the business need arises. Additionally, this job description is not intended as an employment contract, implied or otherwise, and UGLFHC continues to maintain its status as an at-will employer.

**I hereby acknowledge that I have read and understand the above-mentioned job duties, qualifications, policies, and procedures for this position. I also certify that I received a copy of this job description.**

Employee: \_\_\_\_\_

Date: \_\_\_\_\_