

Preferred Management Corporation Position Description

Job Title: Clinic Nurse (LVN)
Department: Clinic Nursing
Reports To: Clinic Manager
FLSA Status: Non-Exempt

SUMMARY: Obtain vital signs and documents necessary for provider, assists with procedures as directed, performs orders, instructs patients per provider instructions, documentation as needed and assists with transfers.

QUALIFICATIONS:

- Competent in medical terminology.
- Maintain discretion and confidentiality in communications.
- Knowledgeable about policies and procedures regarding reporting and release of protected health information (PHI).
- Competent in clinical skills and use of medical equipment.
- Knowledgeable of Infection Control and Prevention practices.
- Knowledge of licensing requirements, nursing practice act, statutes and rules applicable to nursing.
- Maintain certifications and continuing education requirements needed to perform job.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Obtain vital signs on each patient to be seen by provider.
- Document reason for the visit in brief format.
- Assist with procedure as directed by the provider.
- Instruct patients as directed by the provider.
- If required document any teaching/counseling with patient.
- If required assist with completing and updating: summary of care, medication sheet, nutritional screen, immunization sheet, growth chart, appropriate flow sheets and diabetic foot screening.
- Document all prescription refills called in by pharmacists or patient, with approval of provider.
- Administers and documents all medications as ordered by the provider.
- Schedules patients for specialist appointments and receives authorization from insurance companies prior to sending patient for tests, etc.
- Treat patients and their families with respect and dignity.
- Identifies and addresses psychosocial, cultural, ethnic and religious/spiritual needs of patients and their families.
- Sign all documentation with initials or initial with last name and title.
- Possess ability to assess and reassess pain.
- If required records all ordered lab, x-ray and referrals in the appropriate log books; and checks each patient off as they are received and when patient was notified.

- Performs all aspects of patient care in an environment that optimizes patient safety and reduces the likelihood of medical/health care errors.
- Able to assist in emergency situations.
- If required, prepare monthly immunization report for state office TVFC.
- If necessary, scan lab, x-ray, medical records, etc. in a timely manner.
- If required, perform hearing and vision screening on patients.
- If required, perform weekly inventory on all supplies in clinic and stock accordingly to par levels for each room.
- Perform clinic labs as required.
- Assists with the transfer of patients as directed by the provider.
- Provides for the emotional and physical comfort of the patient/resident.
- Advocate for the patient.
- Documents information concisely, accurately and completely.
- Identifies and utilizes appropriate channels of communications.
- Organize exam rooms, medications and any samples if maintained.
- Maintain current license and any continuing education requirements.
- Attends departmental in-services and/or meetings as required.
- Knows and complies with practice standards of the state board of nursing.
- Miscellaneous duties as assigned requested or required.

EDUCATION and/or EXPERIENCE:

- Current Vocational Nurse licensure
- Basic Life Support (BLS) certificate
- Advanced Cardiac Life Support (ACLS), highly recommended
- Pediatric Advanced Life Support (PALS), highly recommended
- One (1) year of clinical practice, preferred
- Vision and Hearing Certification, if required

LANGUAGE/READING SKILLS:

- Communicate verbally and in writing in English.

MATHEMATICAL SKILLS:

- Competent in dosage calculations.

REASONING ABILITY: Responds to unusual or varied situations that are not covered by existing standards, procedures and precedents.

WORK ENVIRONMENT: Regularly required to stand, walk, sit, ascend and descend stairs, possess ability to handle, finger or feel objects, tools or controls; reach with hands and arms.

Frequently be able to lift 25 pounds from the floor to waist level and may occasionally be required to assist moving adult patients. Specific vision abilities include close vision and the ability to clearly focus vision. Specific hearing abilities using the stethoscope for breath sounds and Korotkoff sounds.

I have received and read a copy of this position description and acknowledge that I am able to perform the duties described.

Signature

Printed Name

Date