



# community health

## northwest florida

### HealthcareWithinReach.org

<b>Job Title:</b>	Licensed Practical Nurse (LPN)
<b>Reports To:</b>	Nursing Manager
<b>FLSA Status:</b>	Non-Exempt
<b>Days/Hours of Work</b>	A typical workweek is Monday – Friday, working an eight hour day with an unpaid meal break; as determined by the assigned clinic site hours. This position may be required to work flexible hours, overtime and rotational weekends.
<b>Location</b>	Escambia Community Clinics, d.b.a., Community Health Northwest Florida (CHNWF)

## Position Announcement

### JOB PURPOSE

The Licensed Practical Nurse is responsible for direct and indirect nursing care of assigned patients under the supervision of the Nursing Manager, Clinical Director, Physician, or other Health Care Provider. The LPN contributes to the provision of quality nursing care through techniques that support and achieve positive outcomes in patient care within the scope of their license.

### ESSENTIAL FUNCTIONS

1. Provide direct care to patients as assigned, according to competency, and within scope of practice;
2. Ensure all clinical care is delivered in a manner that meets or exceeds goals and expectations for clinical outcomes, quality assurance standards, and patient satisfaction;
3. Ensures timely and accurate collection of patient data, and makes observations on assigned patients to provide supportive data in the patient assessment;
4. Provides appropriate and relevant health education to patients/families as indicated in patient contact and assessment;
5. Provides service in a manner that is appropriate for the patient's age; demonstrates knowledge and skills necessary to meet the patient's physical, psychosocial, educational and safety needs;
6. Ensure all patient charts and related documentation is timely, current and relevant;

7. Develops and maintains favorable external relationships with vendors and contractors;
8. Provide counsel, support, advice, to patients and their families;
9. Maintain all licensure requirements for continuing education and best practices;
10. Demonstrate a high level of skill at building relationships and customer service;
11. Demonstrate the skills and ability to perform medical tasks within the LPN scope of practice as assigned;
12. Demonstrate a high level of problem solving skill to better serve patients and staff;
13. Maintain log-ins to secure sites (i.e. hospital and insurance portals, Florida Shots);
14. Responsible for safely and correctly transferring patients;
15. Prepare for appointments by completing visit planning sheet/huddle sheet which may include health maintenance, referral follow-up, education information, wellness notation, etc.;
16. Collect and prepare lab specimens and requisitions; collect, perform, and log specimen for CLIA waived testing according to EMR orders;
17. Knowledge of global standing orders to order, collect, and/or perform testing according to guidelines;
18. Monitor provider schedules and manage “same day” appointments and bump lists;
19. Handle, clean, and/or dispose of biomedical waste appropriately per clinic policy;
20. Strong attention to detail and accuracy;
21. Utilize ECC computers and programs required and available for data entry and information retrieval;
22. Implement and adhere to operational and administrative processes;
23. Uphold and ensure compliance and attention to all corporate policies and procedures as well as the overall mission and values of the organization;
24. Maintain Vaccine for Children (VFC) program at the respective site ;
25. Answer phone calls and/or respond to messages in an appropriate time frame patients, parents, or designated care giver according to HIPAA guidelines and clinic policy;
26. Collect and document all required data per clinic policy or process for quality improvement to include but limited to smoking cessation, cervical cancer screenings, immunizations, mammograms, PHQ-9/PHQ-A, etc.;

27. Participates in clinic educational programs and/or committees as requested;
28. Maintain, keep up-to-date, and provide documentation of current licensure, CPR, and negative PPD status;
29. Collaborates with healthcare team to refer patient to other services (i.e. prescription assistance, case management, Women's Health, Behavioral Health,) when appropriate;
30. Participates in product evaluations and submits reports or recommendation when appropriate;
31. Hours of work are as assigned and in accordance with clinic policy and need. May be required to work overtime, holidays and weekends for effective operation of the clinic;
32. May need to float to other service delivery sites and provide cross coverage as needed;
33. Provide coverage for other team and clinic team members as needed;
34. May require rotational weekend and back up coverage for Urgent Care;
35. Other duties as assigned and needed for the continued operations of the organization.

#### **SUPERVISION**

Gives direction to Medical Assistants and clinic/team support staff as needed.

#### **OTHER DUTIES**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

#### **MINIMUM REQUIREMENTS**

Graduation from an accredited practical or vocational nursing program;

Current State of Florida LPN licensure;

Minimum of 1 year of relevant LPN experience;

Current BLS for Health Care Providers;

#### **PREFERRED EDUCATION AND EXPERIENCE**

Demonstrated success in customer service or working with the general public, preferably in a medical care facility;

Demonstrated success in managing difficult customer situations;

Significant knowledge of medical practices and procedures in a primary care environment;.

#### **OTHER ELIGIBILITY QUALIFICATIONS**

Relevant volunteer work that demonstrates qualifications and attributes required for the position.

#### **PROFESSIONAL ATTRIBUTES**

Ensure all care and nursing practices are conducted consistent within current, relevant standards, as well as state and local laws and regulations, PCMH accreditation and related professional standards;

Demonstrate competency in practice and knowledge of current standards of practice. Maintains credentials and performs current nursing practice expectations within established guidelines;

Provides care in a manner that respects the patient's rights and choices in a multi-cultural setting;

Develops and maintains favorable internal relationships, partnerships with co-workers, including clinic managers, nursing staff, physicians and administrative staff;

Ensure all actions, job performance, personal conduct and communications represent the organization in a highly professional manner at all times;

Demonstrate responsibility and accountability for professional practice, continued growth and self-evaluation.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Demonstrates ability to problem solve and execute to positive resolution;

Knowledge and proven experience as a Licensed Practical Nurse;

Demonstrates patient/customer/client focus;

Skilled and able to demonstrate verbal and written proficiency in communications;  
Proficient in multi-tasking and time management;

#### **WORKING ENVIRONMENT**

This job operates in a community health clinic environment;

includes routine uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines and daily use of medical equipment associated with providing medical care to patients;

There is risk of occupational exposure to blood borne pathogens (blood or body fluids) and hazardous and infectious while performing job duties.

Continuous exposure to latex, plastic and/or materials which are used for personal protective equipment;

## **PHYSICAL REQUIREMENTS**

Ability to move freely (standing, stooping, walking, bending, pushing and pulling) and lift up to a maximum of fifty (50) pounds without assistance;

Sitting, standing and walking more than 80% of the time;

Ability to bend and reach throughout the day to provide patient care;

## **EXPECTATIONS AND COMPETENCIES**

**Behave ethically:** Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and align with the values of the organization.

**Build Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.

**Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

**Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.

**Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.

**Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.

**Organization:** Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.

**Plan:** Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.

**Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve problem.