



Job Title:	Licensed Practical Nurse (LPN)
Reports To:	Charge Nurse
FLSA Status:	Non-Exempt
Days/Hours of Work	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.
Location	Community Health Northwest Florida, as site assigned.

JOB PURPOSE

The Licensed Practical Nurse (LPN) is responsible for direct and indirect nursing care of assigned patients under the supervision of the Charge Nurse, 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 Walk-in's;
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;
Current BLS for Health Care Providers.

PREFERRED EDUCATION AND EXPERIENCE

Minimum of 1 year of relevant LPN 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,

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

Dignity & Respect. No matter the circumstance, we treat everyone with the utmost respect they deserve in a professional manner

Quality. Our promise is to deliver uncompromising quality care and service to all our patients.

Compassion. We are caregivers first, serving the needs of our patients in a welcoming and positive environment.

Empowerment. We empower people to be proactive in their care and envision their own picture of health.

Community. Our responsibility to our community is what drives us forward.

Commitment. We are committed each and every day to bring our vision of a healthy community to life.

AT- WILL EMPLOYMENT

CHNWF is an At-Will employer. This means that either you CHNWF can end your employment relationship at any time, for any reason, or no reason, not prohibited by law unless you have signed a written employment contract as agreed to by the Chief Executive Officer of CHNWF.

ACKNOWLEDGMENT

My signature below attests and acknowledges that I have received and accepted this job description and I am responsible for performing the duties as written.

Employee Printed Name

Date

Employee Signature