

# West Cecil Health Center, Inc. & Qualified Subsidiaries

## Job Description

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**Title:** Licensed Practical Nurse

**Job #:** 1

**Department:** Medical

**Reports to:** Practice Manager

**FLSA Status:** Non-Exempt

**Board Approved:**

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### POSITION SUMMARY

The Licensed Practical Nurse will support the providers and nurse care managers by providing direct patient care and supporting administrative functions necessary to improve the coordination of care under the direction of a registered nurse or provider.

### ESSENTIAL FUNCTIONS

- Pre-Visit planning to obtain testing results, consult notes, immunization histories, and more.
- Interviewing patients to obtain a health and medication histories.
- Basic data collection on patients including vital signs, height, weight, and routine health screening.
- Performs in-office procedures including, but not limited to, EKGs, nebulizer treatments, hearing and vision assessments, immunizations, ear irrigations, suture removal, and wound care.
- Providing patient education and discharge instructions.
- Scheduling follow up appointments and processing telephone messages.
- Collecting and processing of point of care lab tests.
- Assisting with medication refills, prior authorizations and referrals.
- Donning and doffing appropriate personal protective equipment
- Responding to urgent/emergent situations
- Documentation of care in an electronic health record
- Observing patients, charting and reporting changes in conditions such as adverse reactions to medication or treatment and taking necessary actions.

### KEY COMPETENCIES

- General knowledge of nursing and health care terminology.
- Delivery of direct-patient care and facilitating provider efficiency through the management of clinical tasks within the scope of practice
- Delegates care within scope of practice
- Ensure compliance with all internal policies and practices, as well as local, state

and federal laws and regulations.

- Ability to use an electronic medical record and other tools to collect and record patient data
- Ability to effectively communicate with customers in both oral and written formats
- Understanding of blood borne pathogens and safety controls
- Understanding of biohazardous waste and waste streams
- Understanding of infection control and prevention practices
- Understanding of HIPAA laws regarding patient confidentiality
- Appropriate phone etiquette
- Ability to appropriately respond to an emergency situation
- Maintaining a professional appearance and personal conduct at all times.
- Establishing and maintaining effective working relationships with other staff, management, patients, visitors, and stakeholders.
- Able to effectively cope with typical job stress.
- Basic understanding of insurances, copay and deductible collections, and eligibility.

### **SUPERVISORY RESPONSIBILITY**

- This position has no supervisory responsibility

### **POSITION TYPE AND EXPECTED HOURS OF WORK**

- This is a full-time position
- Days and hours of work will be scheduled in accordance with West Cecil Health Center's operating hours

### **LOCATION/TRAVEL**

- Located in West Cecil Health Center and/or its qualified subsidiaries.
- Travel is primarily local during the business day, although some out-of-the-area travel may be expected.

### **POSITION REQUIREMENTS**

#### ***Education***

- High school diploma or equivalent
- Current and active LPN state licensure required
- Current and active BLS certification required

#### ***Skills***

- Strong organizational and interpersonal skills
- Strong communication skills
- Knowledge of:
  - Medications, injections, and in-office procedures for adults and children
  - Medical Terminology
  - Basic of CPT & ICD-9 coding procedures
  - Basics of insurances, copay and deductible collections, and eligibility.

- Basic of HIPAA and OSHA regulations

***Physical/Environmental***

- Normal accessibility and mobility throughout the region required
- Prolonged sitting and working at a computer terminal
- Frequent bending, reaching, repetitive hand movements, standing, walking, squatting, and sitting, with some heavy lifting, pushing and pulling exerted regularly throughout a regular work shift.
- Will sometimes have contact with blood borne pathogens and infectious, biochemical and hazardous waste, and to communicable disease and/or bodily fluids
- Required to wear appropriate PPE in delivering patient care
- Hearing: Adequate to perform job duties in person and over the telephone.
- Speaking: Must be able to communicate clearly to patients in person and over the telephone.
- Visual acuity adequate to perform job duties
- Able to use a stethoscope and respond to verbal questions.
- Requires frequent lifting and carrying items weighing up to 30
- Adequate physical ability including sufficient manual dexterity to perform the requisite health care service.

**OTHER DUTIES**

Please note 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.

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Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_