



## Licensed Practical Nurse (LPN)

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Department: Nursing

FLSA Status: Non-Exempt Position

OSHA: High Risk Position

ADA: Negotiable Position

Amount of Travel Required: Minimal

Work Schedule:

8 a.m. to 5:30 p.m., Monday, Tuesday, Wednesday and

Thursday. 8 a.m. to 12:00 p.m. on Friday.

7 a.m. to 4:30 p.m., Monday-Thursday (Portland and Eudora Only)

However, additional hours may be required to complete duties, including Saturday clinic.

Job Status: Full Time

Reports To: Assistant Director of Nursing

Positions Supervised: None

### POSITION SUMMARY

The LPN works as part of the care team and assists the Physicians, Advanced Nurse Practitioners and Physician Assistants in the provision of primary health care. The LPN is involved in continuous Quality Improvement practices and measures as set by Mainline Health Systems, Inc. and in which the practice focus is based on a Patient Centered Medical Home model of care.

### ESSENTIAL FUNCTIONS

- Prep electronic record each AM for patients appointment for the day. Make sure any previous labs, diagnostic imaging, or notes from referral appointments previously made, are available to provider. Pull paper charts for established patients if they have not been seen in clinic since EMR started.
- Triage patients to include:
  - a. Allergies,
  - b. Vital signs—B/P, P,R,T, B/P on all children > 3 at least once every 6 months (or more per provider preference) B/P on all patients 12 or older each visit.
  - c. LMP/Birth control for age appropriate females, Document Hysterectomy/Post Menopausal for other females. Last Pap result for female age 21-64 must be scanned into chart, even if done at another clinic or Health Department.
  - d. SaO2 for any SOB patient or patients with pulmonary disease hx (asthma, COPD, CHF etc).
  - e. Weight/Height/BMI on every patient. Height or length on all children. Height on adults at least yearly. Birth weight, length and head circumference on all children age 1 and under. Head circumference on all children age 2 and under.
  - f. For children age 18 or less, current immunization record in chart, growth chart updated.
  - g. Check medication list each visit to ensure patient is taking prescribed medications as ordered. Over the counter medications, vitamins or supplements should also be documented. Update medication list when provider prescribes new medication, changes strength of medication or discontinues medication so that medication list is always current (EMR should do this but not always do this) Remind patient that all medications (including over the counter, eye drops, vitamins, supplements, etc)-should be brought to the clinic each visit.

**h.** Document a brief subjective statement for clinic visit.

**1. EMERGENT CARE;** If patient presents with shortness of breath, chest pain, severe allergic reaction, critically elevated blood pressure or temperature, critically low blood pressure, critically low or elevated pulse rate, immediately contact clinic provider or follow emergency standing orders if clinic provider not immediately available.

**2.** If patient presents for follow up visit for Diabetes or Cardiovascular disease, follow standing orders.

**3.** If patient presents with c/o pain, document site, onset and pain scale number 1-10.

**i.** Document anxiety screening annually, PHQ2 every 3 months, or PRN on every patient 12 years old and older. Document PHQ9 and bipolar screenings on all patients with a positive PHQ2.

- Prepare patient for examination and set up room with needed supplies and/or equipment. Assist provider with patient examination as needed.
- Collect specimens, label specimens, and deliver them to the Laboratory. Patients first initial, last name, date of birth and account number should be on all specimens taken to lab.
- Assure written consents are obtained and witnessed for clinic surgical procedures.
- Assist clinic provider in performance of diagnostic and/or therapeutic procedures.
- Administer medications as ordered by clinic provider and document in patient EMR.
- Make referrals for out of clinic tests and to specialists as ordered by clinic provider. Do required pre-certification for insurance. Send completed Medicaid Referral Form for Medicaid patients. All referrals should have documentation for when appointment is made, requested information is faxed, and when patient was notified of appointment date and time and any instructions given to patient. Referrals should be kept in “Active” status until documentation from referral appointment received and scanned into note and documented. Then status should be changed to “Addressed”.
- Provide patients Health Education material as needed.
- Keep exam rooms clean and restocked. Clean exam tables, patient chairs, etc with disinfecting wipes between patients.
- Keep all required logs current. These include:
  - a.** Narcotic Log—Count narcotics daily and sign that count is correct
  - b.** Crash Cart Log—date and sign daily that Crash Cart is locked, Medications current (no expired medications or supplies) Lifepak defibrillator charged and discharged (unplugged on battery power every other day) place dated daily monitor strip that shows joules discharged in log, check Laryngoscope (blade light comes on) and suction..
  - g.** Temperature Log—Refrigerator/freezer temperature documented 2 times daily (morning and afternoon). If not within range, document that Arkansas Department of health VFC Program Directory notified and recommended action taken.
- Immunizations-Review patient’s (age 18 and younger) immunizations record and enter all current immunizations into the EMR. Document in notes that immunizations are current or needed. If needed, give required immunizations during current visit.
- Receive training and follow Arkansas Department of Health VFC policies and protocols.
- Keep nursing station neat and clean.
- Order supplies and medications every other week.
- Multi-dose medication vials must be dated when opened and discarded after 30 days. All medications and supplies are to be checked for daily for expired dates.
- Wear proper PPE as necessary for job. Gloves, Mask, Gown. Eye Protection, Shoe Covers all available and stocked in Treatment Room.
- Use Biohazard bags and Sharps containers. Disposal of biohazard materials is responsibility of nursing staff, not housekeeping staff.

- Clean and disinfect surgical instruments immediately after use. Allow instruments to stay in Cetylcyde solution for 30 minutes only, remove and rinse with water, place in instrument lubricant for 30-45 seconds, remove and place open on paper towel or underpad and allow to air dry. Wrap, date (date autoclaved and expiration date) and autoclave. Restock to designated area after autoclaved. Double wrapping in Sealing Sterilization Pouches allows 1 year expiration date. Single wrapping allows for 30 day expiration.
- Autoclave spores on 20<sup>th</sup> day of each month to be picked up by the DON or ADON and sent to CMMC for reading to verify autoclave is functioning properly.
- Fax or mail medical record requests to medical records.
- HIPPA/Patient Privacy—Careful to keep medical information Confidential. Do not talk in hallways. Use low voice. Give medical information only to person authorized to receive it. Do not discuss medical or personal information through receptionist window. When EMR not in use or you step away from it, close it or turn it off to prevent accidental HIPPA violation.
- Notify OSHA officer immediately of any needlestick or sharps injury of Blood Borne Pathogen or Other Potentially Infectious Materials Exposure within clinic to self or any MHS employee. Fill out proper paperwork as directed by OSHA officer.
- Fill out Incident Report for any accident that occurs to any employee, Patient or visitor on Mainline Health System Inc. property. Notify clinic provider of accident to assess and treat as necessary.
- Maintain medical records including consultation reports, x-ray reports hospital admission and discharge forms, etc. Scan all reports in a timely manner so that EMR is current for each patient.
- Assist patients with indigent drug programs including Pfizer Sharing the Care and Delta Medicine Assistance Program and 340B.
- Perform any additional assignments as designated by provider, Director of Nursing, Assistant Director of Nursing, Clinical Quality Manager or Executive Director.
- Participates in monthly clinical staff meeting and quality improvement practices.
- Participates in daily team huddles and communicates concerns or necessary information to the care team.
- Completion of continual job training processes set forth by Mainline Health Systems, Inc.

### **Reporting Relationships**

The Clinic Nurse reports to and is directly supervised by the Assistant Director of Nursing who reports to the Director of Nursing and Clinical Operations. In the event that the Assistant Director of Nursing is not available due to illness or vacation leave, the Clinic Nurse reports to the Director of Nursing and Clinical Operations or assigned administrative staff.

### **Evaluation**

The evaluation of work performance will be on going, and will be carried out by the Assistant Director of Nursing with consultation of the Director of Nursing and Clinical Operations. The evaluation will include specific duties and responsibilities of the position, plus employee attitudes, general working behavior and willingness to do extra work or assistance. Formal evaluation will be done annually, but may be initiated at other times by the Director of Nursing and Clinical Operations, Assistant Director of Nursing and Medical Director, or provider in charge.

### **Qualifications**

- Must have current license as Licensed Practical Nurse in the State of Arkansas.
- Experience preferred, but not necessary.
- Sufficient experience to carry out the duties of the position, including computer and typing skills to be able to manage EMR documentation.

- Must have current BLS for Healthcare Providers.
- Must have current ACLS or agree to take class when available.
- Must be able to lift 50 pounds and to stand for long periods of time.
- Must be able to read and write English. .
- Must have the ability to relate with warmth and effectiveness to the patients and to the providers of the Community Health Center.
- Must be available to work in the Clinic during regular schedule hours or request all time away from clinic with Assistant Director of Nursing in advance on ADP.
- **Salary**

The salary for this position is negotiated between the individual and the Director of Nursing using established salary scale for Licensed practical Nurses. Bilingual employees receive an additional \$0.50 per hour.

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