



JOB DESCRIPTION



JOB TITLE: Licensed Practical Nurse

REPORTS TO: Director of Nursing

EMPLOYMENT CLASSIFICATION: Full Time, Non-exempt

EXPOSURE CLASSIFICATION: Category I All procedures or other job related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids, tissues, or a potential for spill or splashes of blood or body fluids.

QUALIFICATIONS: Completion of an accredited LPN nursing course and State of South Carolina nursing licensure is also required. Two years of nursing experience in a healthcare environment is preferred. Current CPR certification is required. Experience with electronic medical records preferred.

KNOWLEDGE, SKILLS, and ABILITIES: Must have the following abilities: write clearly, work cooperatively with patients, co-workers and visitors in the performance of assigned duties. Must have basic knowledge of computer software applications, including electronic medical records. Must maintain integrity and confidentiality and be able to work under pressure.

PHYSICAL REQUIREMENTS: Must possess ability to communicate in the dominant language of the geographic region. Must be able to lift 30 lbs. Vision and hearing corrected to within normal limits is required. Independent mobility is also required.

ESSENTIAL JOB TASKS:

1. Assesses and monitors patient's condition, Conduct health risk assessment for patients.
2. Administers and reconciles medications, treatment and immunizations prescribed by the provider. Calls prescriptions into pharmacy as directed by provider. Inquire and document all OTC medications, supplements and alternative therapies. Provides information on new prescriptions.
3. Ensure medication list is up to date in EHS.
4. Provide and document health behavior counseling.
5. Prepares patients for various treatments and diagnostic procedures, administering/arranging for various diagnostic tests and treatments as instructed by the provider.

6. Obtains specimens for laboratory analysis. Performs tests as appropriate. Notify patients of labs and radiology results as directed by the provider. Track labs and radiology results.
7. Make and track all referrals, including community resources as directed by the provider.
8. Maintains accurate and complete patient medical record and other records.
9. Provides documented information, instruction and counseling on health maintenance, health promotion, social problems, illness prevention, illness management and medicine use.
10. Follows correct procedures for handling and disposing of biohazardous waste material.
11. Complies with all applicable infection control and safety procedures.
12. Participate in daily team pre-visit planning (ie, huddles).
13. Order and stock supplies for team.
14. Exhibit compliance with FHC's corporate compliance policy.
15. Performs job activities in ways that are respectful, courteous and responsive while interacting with patients, visitors and co-workers.
16. Performs other duties and assume other responsibilities as apparent or as delegated.

PERFORMANCE CHARACTERISTICS:

Knowledge of Job: Has necessary knowledge of the methods, procedures and policies of the organization as they pertain to the performance of the assigned job.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities.

Quantity of Work: Maintains effective and efficient output of all duties and responsibilities as described in employee's job description.

Dependability: Assumes responsibility for doing assigned work and meeting deadlines. Accepts accountability for meeting assigned responsibilities.

Attendance: Attends work regularly and adheres to policies regarding absences and tardiness. Provides adequate notice to the immediate supervisor with respect to vacation time and time off requests.

Judgment: Exercises good judgment in areas of responsibility. Identifies or assists in identifying alternative solutions to problems or situations.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of the same.

Relationships with Others: Shares knowledge with supervisor and staff for mutual benefit. Contributes to improving/maintaining high morale among employees. Develops and maintains cooperative and courteous relationships with patients, co-workers, vendors and visitors.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work. Attends meetings, training and other type organization sessions on time.

Safety and Housekeeping: Adheres to safety and housekeeping standards. Sees that the standards are not violated. Maintains a clean and orderly workplace.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job duties and accountabilities.