

REPORTS TO:	Clinic Manager
REVISED:	04/2014, 05/2018, 09/2021
	See current organizational chart for oversight/administrative support information

PRIMARY FUNCTION:

Advances exceptional care by assessing patients and implementing nursing care for patients within the clinic setting under the supervision of the clinic nurse manager.

QUALIFICATIONS:

Education and/or Experience

- Graduate from an approved school/college of nursing.

Certificates, Licensure, Registrations

- Currently licensed as a Licensed Practical Nurse in the State of Iowa or compact state
- For job-specific certifications refer to the [Education Certification Requirements by Job Category: Mental Health LPN/RN](#)

	Essential Job Duties and Responsibilities
1.	<p>Performs admission and assessment activities for each patient prior to being seen by the clinic provider according to the reason for the visit.</p> <ul style="list-style-type: none"> • Performs admission intake, including chief complaint, complete set of vitals, present and interim history. • Documents allergies and type of reaction. • Involves patient, pharmacy, and other resources to obtain accurate medication reconciliation. • Conducts regular and accurate patient assessments effectively. (age appropriate) • Recognizes any deviation from normal and reports pertinent findings to appropriate provider in a timely manner. • Maintains patient flow from waiting area to exam rooms and keeps patients informed of unexpected waits.
2.	<p>Assists provider during clinic in accordance with LPN scope of practice. This includes, but not limited to:</p> <ul style="list-style-type: none"> • Collects and prepares specimens for lab tests. • Handles instruments. • Preps patients for procedures.

	Essential Job Duties and Responsibilities
	<ul style="list-style-type: none"> • Prepares patient information for clinic chart. • Performs treatments. • Provides patient teaching as needed during clinic visit including family or significant other as indicated (preps of diagnostic testing, etc.) • Data entry into the computer system per Provider orders.
3.	<p>Performs emergency treatment as required in accordance with LPN scope of practice.</p> <ul style="list-style-type: none"> • Initiates or assists in patient care in an effective and responsive manner as each situation requires. • Triage each emergency situation appropriately and involves other resources as appropriate. • Follows emergency policies, procedures, and protocols in an effective manner.
4.	<p>Demonstrates professional behavior to patients, providers, and other staff members.</p> <ul style="list-style-type: none"> • Demonstrates ability to remain calm in emergent and stressful situations. • Works well as a team member, builds, and maintains a climate of trust. • Willingly accepts responsibilities and cooperates with implementation of change. • Adapts to change and workload and is flexible changing assignments as needed. • Enhances professional growth and development through participation in educational programs, and current literature. • Demonstrate self-accountability for professional behaviors.
5.	<p>Maintains and performs all patient-related documentation in a timely, factual, and legible manner.</p> <ul style="list-style-type: none"> • Documents accurate current assessment of patient status that reflects interim history, chief complaint, present history, and complete vitals. • Documentation of Medication List is kept current. • Documentation of communication to patient is complete. • Documentation of communication from others regarding patient is complete.
6.	<p>Promotes and ensures patient safety in all aspects of responsibilities.</p> <ul style="list-style-type: none"> • Follows procedures and protocol to ensure safe administration of medications and monitoring for adverse effects including follows five rights of medication administration. Checks allergies for administration. Has patient wait 20 minutes after injection • Uses National Patient Safety Goals (for critical access hospitals) to ensure patient safety.

	Essential Job Duties and Responsibilities
	<ul style="list-style-type: none"> • Implements infectious disease controls as appropriate including isolation procedures, proper use of hand washing and gloves. • Follow proper procedures for disposal of sharps and hazardous materials. • Utilizes proper body mechanics, transfer/lifting techniques and appropriate equipment to minimize fall risk to patient and injury to self. <p>Informs and involves RN regarding patient care issues in a timely and appropriate manner</p>
7.	<p>Communicates Effectively.</p> <ul style="list-style-type: none"> • Calls patients with reports in a timely manner and explains the results to patients as directed by provider. • Communicates and collaborates effectively with other health team members regarding patient situations, satisfaction needs, and recommendations for meeting identified outcomes. • Identifies and recognizes abnormal symptoms/changes in patient condition and appropriately reports condition to medical provider. • Triage incoming calls from patients and obtains a full report for the provider. <p>Reports deviations from normal.</p>
8.	<p>Participates in Patient Centered Medical Home Practice Guidelines.</p> <ul style="list-style-type: none"> • Ensures multi-disciplinary, team approach in caring for patients and families. <p>Utilizes practice guidelines to improve patient outcomes.</p>
9.	<p>Participates in CRHC'S Quality program, committees, performance and quality improvement initiatives, and activities which support the facility and department operations.</p> <ul style="list-style-type: none"> • Demonstrates a commitment to the practices of Quality Improvement (QI). • Regularly attends Department huddles. • Completes tasks as outlined on Department Huddle Board or Huddle Correspondence <p>Seeks out and participates in committees and task forces as needed and appropriate</p>
10.	<p>Performs other duties as assigned.</p>

ESSENTIAL Work Environment & Physical Requirements:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activity	Not Applicable	Occasionally (0-35% of day)	Frequent (36-66% of day)	Continuous (67-100% of day)
Sitting		X		
Standing			X	
Walking			X	
Climbing	X			
Driving	X			
Lifting (floor to waist level)		40 lbs.	50 lbs.	10 lbs.
Lifting (waist level and above)		40 lbs.	50 lbs.	10 lbs.
Lifting (shoulder level and above)		40 lbs.	50 lbs.	10 lbs.
Carrying objects			X	
Push/pull		30 lbs.	20 lbs.	10 lbs.
Twisting		X		
Bending		X		
Reaching forward			X	
Reaching overhead		X		
Squat/kneel/crawl		X		
Wrist position deviation			X	
Pinching/fine motor activities			X	
Keyboard use/repetitive motion				X
Taste	X			
Talk				X
Smell		X		

Sensory Requirements	Not Applicable	Accurate 20/40	Very Accurate 20/20
Near Vision		X	
Far Vision		X	
	Not Applicable	No	Yes
Color Discrimination		X	
	Not Applicable	Accurate	Minimal/Moderate
Depth Perception		X	
Hearing		X	

Environment Requirements <i>Occupational Exposure Risk Potential</i>		Not Anticipated	Reasonably Anticipated	
Bloodborne Pathogens			X	
Chemical			X	
Airborne Communicable Disease			X	
Extreme Temperatures		X		
Radiation			X	
Uneven Surfaces or Elevations		X		
Extreme Noise Levels			X	
Dust/Particulate Matter			X	
Other (List)				
Shift Requirements	8 hrs/day	10 hrs/day	12 hrs/day	Other (varied)
Usual workday hours				X
Regular, punctual attendance for assigned shifts		X		
Available to work overtime		X		

ESSENTIAL FUNCTION FORM

In compliance with the Americans with Disabilities Act, we are requesting that you read the job description and answer the following question. If you would like assistance with this process, please ask Human Resources.

Can you perform the essential functions of the position with or without reasonable accommodations?

YES

NO

Name (please print): _____

Signature: _____ Date: _____