

DAVIS COUNTY HOSPITAL
Job Description

TITLE: Medical Clinic LPN

DEPARTMENT:

JOB CODE:

APPROVED BY: Administrator

FORMER REVISION: 02/06

LATEST REVISION: 02/07

LATEST REVIEW : 02/07

This job description covers the most significant duties performed, but does not exclude other work assignments not mentioned.

DEPARTMENT OBJECTIVE:

JOB SPECIFICATION:

Education & Training: Graduate of accredited school of nursing. Current with CPR training.

Licensure: Current Licensed Practical Nurse licensure State of Iowa.

Experience: One year recent experience as a Licensed Practical Nurse in a physician office required.

Abilities: Good verbal and written communication skills. Motor coordination and manual dexterity required. Organizational and problem solving skills required. Adaptable to changing work schedules and patient needs.

REPORTING RELATIONSHIPS:

Reports to: Physician/Physician Office Nurse Coordinator

Supervises: N/A

JOB SUMMARY:

Application of professional nursing skills in an outpatient clinic setting. Performs patient care activities for patients of diverse ages and their families.

Responsible for the knowledge, awareness and the practice of the Davis County Hospital's Safety, Quality (CQI), Behavioral Standards and Corporate Compliance Plan.

ESSENTIAL FUNCTIONS:

1. Assists with assessment by collection of basic data for patients in the clinic or on the phone.
2. Documents basic assessment and care/instructions given.
3. Reports results and pertinent information to patients and physician.
4. Evaluates understanding of treatment plan and/or instruction.
5. Assists with a variety of procedures, exams and/or operations of diagnostic equipment as assigned.
6. Maintains appropriate aseptic technique for preparation, procedures, and medications administered.
7. Is responsible for instrument and equipment maintenance, identifying problems and coordination of appropriate repairs.
8. Assists physician as needed.
9. Adheres to and promotes the established values of the organization, i.e., customer service, safety, compliance standards and all others.
10. Reviews Policy & Procedure manuals annually, and assists with Policy revision as assigned by supervisor.
11. Attend 75% of all department meetings.
12. Completes annual OSHA training.

MARGINAL FUNCTIONS:

1. Performs miscellaneous office duties such as filing and/or retrieving medical records.
2. Operates various office machines such as fax, copier, computer.
3. Maintains inventory of supplies and stocking various areas. Checks for and removes out-dated supplies.
4. Assists and/or directs patients to various departments.
5. Audits nursing charts.

WORKING CONDITIONS:

Employees in this job classification have been identified as having the likelihood of occupational exposure to blood or other potentially infectious materials, therefore, are included in OSHA Exposure Control Plan with all its specifications for preventing contact with the above materials. Employees in this job classification have also been identified as having the likelihood of exposure to sharps, glass containers and hazardous chemicals.

PHYSICAL ACTIVITY REQUIREMENTS: (Constant = 67-100% of work day, Frequent = 34-66% of work day, Occasional 33% or less of work day.)

Constant Reaching: Extending hand(s) and arm(s) in any direction.

Walking: Moving about on foot to accomplish tasks, particularly of long distances.

Frequent Standing: Particularly for sustained periods of time.

Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

Hearing: Perceiving the nature of sounds at a normal range. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, i.e., auscultation of breath sounds, blood pressures.

Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.

Grasping: Applying pressure to an object with the fingers and palm.

Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips, i.e. nursing assessments.

Occasional Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.

Kneeling: Bending legs at knee to come to a rest on knee or knees.

Crouching: Bending the body downward and forward by bending leg and spine.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

PHYSICAL REQUIREMENTS:

Medium work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

VISUAL ACUITY REQUIREMENTS:

Work involves the accurate use of sharps and instruments, to assist with procedures to provide treatments to patients, i.e. injections.

INTELLECTUAL AND EMOTIONAL REQUIREMENTS:

1. Adaptability to situations involving the interpretation of feelings, ideas, or facts in terms of personal viewpoint.
2. Adaptability to influencing people in their opinions, attitudes, or judgments about ideas or things.
3. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
4. Adaptability to making generalizations, evaluations or decisions based on measurable or verifiable criteria.
5. Adaptability to dealing with people beyond giving and receiving instructions.
6. Adaptability to performing under stress when confronted with emergency, critical, unusual, or dangerous situations; or situations in which working speed and sustained attention are make-or-break aspects of the job.
7. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
8. Adaptability to maintain both a high standard of courtesy and cooperation in dealing with co-workers, patients and visitors, and satisfactory job performance despite the stress of a medical work environment.

TOOLS/EQUIPMENT (Listed below but not limited to.):

Telephone

Computer

Photocopier

Fax Machine

Printer

Diagnostic/Therapeutic Equipment