



## Job Documentation

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| <b>JOB TITLE:</b> Licensed Practical Nurse-Physician Practice | <b>JOB CODE:</b> S723                |
| <b>DEPARTMENT:</b> CCCH Clinic                                | <b>STATUS:</b> Non-Exempt            |
| <b>SUPERVISES:</b> NA   | <b>ADDENDUMS:</b> NA                 |
| <b>REPORTS TO:</b> Clinic Administrator                       | <b>EFFECTIVE DATE:</b> December 2020 |
|   | <b>REVISED ON:</b> TBD               |

## PRIMARY FUNCTIONS

The Licensed Practical Nurse (LPN) is Responsible for providing a suitable environment for patients and administering personal hygienic and therapeutic measures as directed. Assisting with diagnostic procedures. Apply dressings, binders, ointments, powders, and other aids as prescribed by a professional nurse or physician, administer first aid in an emergency and follow other instructions issued by a physician and/or professional nurse. Also, notes patient condition changes in charts, records vital signs, and provides basic care. May administer medications under the supervision of a Registered Nurse.

Complies with department and organization-wide policies, Critical Access Hospital requirements, Safety, and Infection Control, all and Federal and State of Nebraska regulations related to the performance of CCCH operations and requirements of the Compliance Program. Participates in professional growth and development.

## QUALIFICATIONS

### Education and/or Experience

- Graduation from an accredited nursing program with an Associate’s Degree
- 1-2 years of healthcare experience preferred
- 1-2 years of Licensed Practical Nurse (LPN) experience preferred
- Cerner experience preferred

### Certificates, Licensure, Registrations

- Current Nebraska Nursing license
- Current BLS, ACLS, PALS, TNCC, NRP certifications

## GENERAL REQUIREMENTS

- Ability to handle high volume phone calls
- Must have excellent telephone communication skills with Patients, Providers, and other departments
- Demonstrates commitment to the organizational mission, vision, and core values
- Maintains patient confidentiality at all times



- Evidence of good grooming, professional manner, and conduct
- Ability to exercise professional judgment, courtesy, and professionalism in daily interactions with others
- Communicates effectively both orally and written to all disciplines
- Possesses the ability to make independent decisions and changes
- Demonstrates teaching skills, understanding, and language skills
- Exhibits excellent telephone and computer skills/knowledge
- Proper use of the EMR
- Serve as a role model to colleagues, students, and other care providers
- Actively participate in continued learning opportunities and continued self-development pertinent to the duties of the job
- Able to operate all equipment correctly and safely
- Participate in QA programs, as needed
- Practices Standard Precautions
- Ability to sit, stand, bend and lift as the job requires with the possibility of prolonged standing
- Able to adjust to frequent interruptions
- Risk of exposure to infectious waste and diseases
- Attends and participates in department designated meetings
- Able to perform other related duties as assigned

### **SIGNIFICANT DUTIES**

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- Ability to handle high volume phone calls
- Must have excellent telephone communication skills with Patients, Providers, and other departments
- Plans and manages patient care according to each patient's needs
- Interviews patients and records their medical history and physical condition
- Obtains patient vital signs, including pulse, blood pressure, temperature, height, weight, allergies, and current meds and respiration
- Provides routine care for patients
- Observes patients' health
- Reviews medical charts
- Communicates with patients and their families
- Performs standard diagnostic procedures including EKG, phlebotomy, venipuncture, PFT, and Doppler
- Prepares specimens for lab
- Administers medications
- Evaluates and documents intervention and patient response to treatment
- Administers enemas douches, perineal care, Foley Cath care, colostomy care, and suppositories.
- Follows and adheres to isolation techniques and universal exposure control procedures for infection control
- Assist patients with mobility, transferring to and from a wheelchair, stretcher, commode, or ambulatory status with or without crutch or walker assistance
- Assist physician in emergency care, care of coronary patients, obstetric patients, and burn patients following the charge nurse's directions



- Cleans patient rooms in-between appointments
- Assist with orientation of new personnel

Utilizes proper body mechanics, transfer/lifting techniques and appropriate equipment to minimize fall risk to patient and injury to self.

## Physical Demands Checklist

| PHYSICAL DEMAND REQUIREMENTS       |           |                          |                                 |                               |                                  |                        |
|------------------------------------|-----------|--------------------------|---------------------------------|-------------------------------|----------------------------------|------------------------|
| PHYSICAL ACTIVITY                  | FREQUENCY |                          |                                 |                               |                                  | ADDITIONAL INFORMATION |
|                                    | Never     | Rarely<br>(0-25% of day) | Occasionally<br>(26-50% of day) | Frequently<br>(51-75% of day) | Continuously<br>(76-100% of day) |                        |
| Lift: lightweight (0-20 lbs.)      |           |                          |                                 |                               | X                                |                        |
| Lift: moderate weight (20-35 lbs.) |           |                          |                                 | X                             |                                  |                        |
| Lift: heavyweight (35-50 lbs.)     |           |                          |                                 | X                             |                                  |                        |
| Walk                               |           |                          |                                 | X                             |                                  |                        |
| Bend                               |           |                          |                                 | X                             |                                  |                        |
| Stand                              |           |                          |                                 | X                             |                                  |                        |
| Sit                                |           |                          |                                 | X                             |                                  |                        |
| Drive                              |           | X                        |                                 |                               |                                  |                        |
| Climb                              |           | X                        |                                 |                               |                                  |                        |
| Squat/crouch                       |           |                          |                                 | X                             |                                  |                        |
| Kneel                              |           | X                        |                                 |                               |                                  |                        |
| Push                               |           |                          |                                 | X                             |                                  |                        |
| Pull                               |           |                          |                                 | X                             |                                  |                        |
| Write                              |           |                          |                                 |                               | X                                |                        |
| Reach                              |           |                          |                                 |                               | X                                |                        |
| Grip                               |           |                          |                                 |                               | X                                |                        |
| Crawl                              |           | X                        |                                 |                               |                                  |                        |
| Vision/read                        |           |                          |                                 |                               |                                  | X                      |
| Talk/verbal skills                 |           |                          |                                 |                               |                                  | X                      |
| Hear                               |           |                          |                                 |                               |                                  | X                      |
| Feel/tactile                       |           |                          |                                 |                               | X                                |                        |



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| Concentrate in a distracting environment |  |  |  |  | X |  |
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## SIGNATURES

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This job description has been approved by all levels of management.

\_\_\_\_\_  
Manager Date

\_\_\_\_\_  
HR Date

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

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