

JOB DESCRIPTION

Position: Medical Clinic LPN

POSITION TITLE: Medical Clinic LPN	DEPARTMENT: Physician Clinic
APPROVED BY: Clinic Director	IHA JOB CODE: IHA 216
LATEST REVIEW OF JOB DESCRIPTION: March 2018	LATEST REVISION OF JOB DESCRIPTION: March 2018
FORMER REVISION: September 2016	EXEMPTION STATUS: Exempt Non-exempt x

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. Will also perform other duties as assigned.

JOB QUALIFICATIONS:
Education and Training: Graduate of accredited school of nursing. Current with CPR training.
Licensures/ Certifications: Current Licensed Practical Nurse licensure State of Iowa.
Experience: One year recent experience as a Licensed Practical Nurse in a physician office required.
Skills and 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: Clinic Director	Supervises: N/A

Essential Duties and Responsibilities
The following description of job responsibility and standards is intended to reflect the major responsibilities and duties of the job, but is not intended to describe minor duties and other responsibilities as may be assigned. All are essential job functions according to ADA guidelines and are listed in order of importance.
1. Responsible for prior authorization of medications and/or procedures for all Providers. Assists with rooming of patients as needed during the absence of other clinic nurses.
2. Assists with assessment by collection of basic data for patients in the clinic or on the phone.

3. Documents basic assessment and care/instructions given.
4. Reports results and pertinent information to patients and physician.
5. Evaluates understanding of treatment plan and/or instruction.
6. Assists with a variety of procedures, exams and/or operations of diagnostic equipment as assigned.
7. Maintains appropriate aseptic technique for preparation, procedures, and medications administered.
8. Is responsible for instrument and equipment maintenance, identifying problems and coordination of appropriate repairs.
9. Assists provider as needed.
10. Adheres to and promotes the established values of the organization, i.e., customer service, safety, compliance standards and all others.
11. Perform other tasks as assigned.

Clinic LPN, RN, Ped RN – Physical Demands

	Nvr 0 %	Rare 1-5	Seld 6-19	Occas 20-33	Freq 34- 66	Cont 67- 100		Nvr 0 %	Rare 1-5	Seld 6- 19	Occas 20-33	Freq 34- 66	Cont 67- 100
LIFT							PHYSICAL ACTIVITIES						
1 - 10 lbs.						X	Balancing						X
11 - 20						X	Bend/Stoop					X	
21 - 35					X		Twisting					X	
36 - 50		X					Crouch/Squat					X	
51-65	X						Kneeling					X	
66-75	X						Crawling	X					
CARRY							Sitting						
1 - 10 lbs.						X	Standing						X
11 - 20				X			Walk-Level						X
21 - 35		X					Walk-Uneven		X				
36 - 50		X					Climb Stairs					X	
51-65	X						Climb Ladder	X					
66-75	X						Reach Over shlder				X		
PUSH							Reach-at or below shlder						
1 - 10 lbs.						X	Pushing						X
11 - 20				X			Pulling						X
21 - 35				X			Lifting						X
36 - 50		X					Use Arms						X
51-65		X					Use Wrists						X
66-75	X						Use Hands						X
PULL							Grasping						
1 - 10 lbs.						X	Fingering-typing						X
11 - 20				X			Foot Control	X					
21 - 35				X			Repetitive Motion- _____						X
36 - 50		X					Talking						X
51-65		X					Hearing						X
66-75	X						Vision						X
							Tasting/Smelling						
							Feeling						
							X						