



JOB DESCRIPTION

Licensed Practical Nurse

DEPARTMENT: Nursing

SUPERVISION RECEIVED: Reports to Nursing Supervisor / Director of Clinical Services

SUPERVISION EXERCISED: None

JOB SUMMARY: Responsible for assisting physicians with patient care by controlling patient flow, obtaining and documenting history and vital signs, performing assigned procedures, and providing patient education.

ESSENTIAL FUNCTIONS:

- Provides general care to patients: escorts patients and family from waiting room to exam room, assists patients on/off scale, measures patients' height, pushes patients in wheelchairs and/or assists patients with ambulatory issues, takes blood pressures.
- Accurately records vital signs, reconciles patients' medications, allergies and current problem list. Documents needed prescription refills and/or other vital clinical information.
- Administers prescribed medications and treatments: administers injections, performs EKG testing.
- Prepares equipment and aids physician during treatment, examination and testing of patients.
- Maintains exam rooms with necessary supplies and materials. Ensures cleanliness.
- Observes, records and reports patient's condition and reaction to drugs and treatments to physicians.
- Educates patient / family about diagnostic procedures, medications, nutrition and maintenance of health and wellness.
- Instructs patients in collection of samples and tests.
- Assesses patient needs and suggests solutions to patient care problems.
- Responsible for reporting improperly operating medical equipment and instruments to supervisor.
- Responsible for following OSHA regulations.
- Regularly interacts with physicians and other departments in order to identify and resolve problems.
- Responds to / refers incoming patient treatment related phone calls.
- Maintains patient, employee and clinic confidentiality.

REQUIREMENTS:

- Current State of Ohio nursing license
- CPR certification required (or willingness to obtain)

PHYSICAL DEMANDS:

- Lifting: Average weight is 5-25 pounds for a distance up to 4 feet; however occasional need to assist patient on/off exam bed, scale or in/out of wheelchair may be necessary.
- Bending: Occasionally
- Pushing: Assisting wheelchair patients of any weight may be required
- Ability to stand for extended period, with shift lengths up to 10 hours.
- Normal vision (or corrected vision) and hearing
- Ability to tolerate viewing on computer monitor for extended periods

This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills and abilities may change as needs evolve.