



## **JOB DESCRIPTION**

### **Licensed Practical Nurse / Medical Assistant**

**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.*