



Sunshine Community Health Center

Job Description

Job Title: LPN
Department: Medical
Reports To: Medical Director
FLSA Status: Non-exempt
Approved: September 2018

SUMMARY:

Within the state of Alaska, Board of Nursing's regulations, the Licensed Practical Nurse participates as an integral member of the interdisciplinary care team at SCHC, providing direct clinical support to medical providers and patients of SCHC facilities. The Licensed Practical Nurse works within the context of a primary care medical home, from a team approach, and in continuous partnership with families and the health care team to promote timely access to needed care, comprehensive and continuity of care, and the enhancement of patient well-being within an environment that strives to be trauma sensitive.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (include but are not limited to)

1. In collaboration with Patient Services and Clinical Support staff, support a smooth patient flow for the daily medical schedule.
2. Maintain an appropriate nursing schedule that includes integrated nursing services for patients that have appointments with their primary care provider.
3. Coordinates and motivates team huddles as needed.
4. Perform wound care within the LPN scope of practice and wound care certification.
5. Assist with procedures and medical assessment of patients as appropriate in conjunction with Providers.
6. Triage patients via phone, walk-in status, or in schedule per LPN scope of practice for focused assessments and with Provider or RN consult.
https://www.commerce.alaska.gov/web/portals/5/pub/NUR_ScopePractice.pdf
7. Collaborate with referral, case management and scheduling staff in coordination of specialty clinics, referrals and diagnostic testing.
8. Maintain communication with all SCHC Providers and Case Management staff regarding matters of patient care.
9. Collaborate with Case Management staff of SCHC for patient coordination of care through access to outside electronic resources such as patient portals and VacTrAK.
10. Provide Patient Education per LPN scope of practice, Provider requests, and patient needs.
11. Assist in Acute Care setting within the LPN scope of practice.
12. Assist with medical supplies, inventory and stocking as needed.
13. Have familiarity with medications in dispensary and assist with dispensing of these medications and overall dispensary coverage as needed per State and Federal regulations, State of AK LPN scope of practice, and SCHC protocols.

14. Assist with X-ray services as needed.
15. Provide point of care testing as needed for patient care.
16. Perform patient follow up per Provider directions and Nursing care service.
17. Collaborate with the Provider, Nursing and Clinical Support teams to develop patient services identified as a need in the community.

QUALITY IMPROVEMENT:

1. Accurately uses appropriate software to track care, to facilitate data collections and improve processes.
2. Participates in QI initiatives using the PDSA model.
3. Attends appropriate care team and case management meetings.
4. Supports and participates in SCHC efforts to be a trauma informed organization and patient medical home.

ACCOUNTABLE FOR FOLLOWING PRODUCTS;

1. High quality health care and positive patient outcomes.
2. Safe and supportive patient and staff environments.
3. Timely and smooth patient care.
4. Safe and effective use of nursing skills.
5. Maintain licensure and certifications to provide safe and appropriate patient care.
6. Satisfactorily complete the Onboarding Skills checklist with a clinical trainer and review annually. [Nurse Onboarding.docx](#)
7. Complete nurse privileging requirements with the HR department.

_____ agrees to provide charting documentation for examinations and procedures on the appropriate electronic forms, and to do so per State of Alaska regulations, which must occur within 72 hours of providing service.

SUPERVISORY RESPONSIBILITIES

Received: Works under supervision of Medical Director. Supervision is received through personal conferences, general observation of work in progress and periodic review by supervisor of completed work.

Performed: This position typically supervises no others

QUALIFICATIONS:

To perform this job successfully an individual must be able to perform each essential duty satisfactorily.

Copy of immunization history or serology results. PPD annually. Proof of immunity for MMR, Varicella, Hep B, Td and Tdap. Vaccination or titer offered at SCHC if employee does not have immunization records. Influenza vaccines recommended and available annually.

EDUCATION and/or EXPERIENCE:

Current state of Alaska professional license (LPN). Two years' experience as an LPN preferred.

KNOWLEDGE AND ABILITIES:

- Phlebotomy and injection skills.
- Experience starting and maintaining IVs preferred.
- Excellent communication skills and willingness to work as a member of a team.
- Willingness to learn and be part of a group committed to providing excellent care.
- Current CPR certification.
- Current Alaska Driver's license.
- Ability to prioritize organize multiple tasks appropriately and efficiently.
- Excellent written communication skills.
- Strong computer skills and ability to trouble shoot and work independently with computers.
- Knowledge of medical terminology and equipment.
- Knowledge of community and area resources.
- Ability to interact positively with patients.
- Ability to work with a wide range of patients of varied socio-economic and ethnic backgrounds as well as alternative lifestyles.
- Self-motivated.
- Support a mindful, supportive, safe and trauma sensitive environment for staff and patients.
- Provide for absolute confidentiality in all Sunshine Community Health Center matters.
- Maintain professional and collaborative working relationships with all SCHC departments and outside organizations.
- Ability to work independently and use good judgment.
- Ability to complete difficult/complex tasks.
- Ability to follow oral and written instructions.
- Ability to uphold the National Nursing Code of Ethics. <I:\Clinical\Nursing\Nursing Code of Ethics.docx>

SCHEDULE:

Clinical Support staff covers Monday through Saturday in Talkeetna and Willow locations with additional scheduled hours as arranged.

PHYSICAL DEMANDS:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to stand for long periods of time, bend over, talk, hear, write, operate a keyboard, visual acuity to read small print and view a computer monitor, reach to the top of lab cabinets, lift boxes of no more that 30 lbs and potentially assist with lifting patients. Employee may need to climb stairs.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. SCHC promotes the principles of Resiliency throughout the organization.

While performing the duties of this job, the employee generally works within the interior of a healthcare clinic/office environment. Employee may travel between multiple worksites and be responsible for own transportation. Out of area travel may be required on occasion. The general work environment is clean with a moderate temperature and noise level. Employee will be required to use a computer and other office equipment and participate in communication through typing, reading, writing and telephones, etc. The employee may be in contact with patients under all conditions and circumstances, e.g., illness, emotional duress and hostility. Daily work activities also involve contact with the public, staff members and government representatives under all conditions and circumstances. All SCHC facilities are non-smoking.

OSHA:

The employee may be exposed to infectious waste, blood, body fluids, communicable/infectious diseases, air contaminants and hazardous chemicals. SCHC will provide the employee instructions on how to prevent and control such exposures. The employee may be exposed to the Hepatitis B Virus. SCHC will make the Hepatitis B vaccination available to all employees free of charge.

EMPLOYMENT PRACTICES:

SCHC is an Equal Opportunity institution and does not discriminate against any person in employment or in admission, treatment or participation in its programs and benefits based on race, color, national origin, creed, ability to speak English, disability, sex, age or marital status, veteran status or any other protected class. Persons alleging unequal treatment should contact the Human Resources Director at (907) 733-9236.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me. I agree to perform the functions of my position in a safe manner and within SCHC's established policies and procedures.

Employee Printed Name _____
Date

Employee Signature _____
Date

Supervisor Signature _____
Date