



Licensed Practical Nurse

Job Description

General Job Summary

Helps patients by providing clinical assistance to health care providers. The ideal candidate will be experienced in providing diverse basic care to patients while upholding clinical standards. Responsible for providing professional care for patients including assessment, treatment, care planning, and medical care evaluation by following established standards and practices. Assists providers and staff in coordinating patient care. Functions as primary liaison between patients, staff, and providers.

Primary Job Responsibilities/Tasks

- Record a patient's medical history accurately.
- Rooming for provider appointments.
- Chart prepping for providers.
- Phone triage patients.
- Medication refills as directed by providers.
- Take and record measurements of blood pressure, temperature, heart rate etc.
- Observe patients under treatment to identify progress, side-effects of medications etc.
- Administer injections and assist with other basic medical care tasks.
- Collect samples for lab testing as assigned.
- Provide emotional support when needed.
- Communicate with patients to provide medical advice and instructions.

Requirements & Skills

- Proven experience as a Licensed Practical Nurse or similar role.
- Ability to undertake diverse care tasks and work in a multidisciplinary team.
- Familiarity with clinic health, safety and sanitation standards and procedures.
- Requires understanding of confidentiality obligations and best nursing practices.
- Should possess excellent knowledge of medical terminology.
- Requires good knowledge of MS Office and data entry.
- Must have excellent communication and interpersonal skills.

- Needs to be compassionate and able to handle stressful or difficult situations and patients.
- Successful completion of LPN license program.

Education:

Completion of Licensed Practical Nurse training from an accredited school.

Experience:

Minimum of one-year professional Licensed Practical Nurse experience, clinic experience preferred.

Requirements:

Current state Licensed Practical Nurse license. Current CPR certification. Basic Life Saving.

Skills

- Skill in applying and modifying the principles, methods, and techniques of professional nursing to provide ongoing patient care.
- Skill in time management, problem solving, multitasking, prioritizing, and medical care coordination.
- Skill in initiating appropriate crisis interventions and emergency response.
- Skill in patient triage in person and on the phone.
- Skill in preparing/maintaining records, writing reports and responding to correspondence.

Abilities

- Ability to analyze options and then counsel patients and families about choices and make referrals to other providers and resources.
- Ability to engage clients and families in the development and implementation of a care plan.
- Ability to read and interpret physicians' orders and notes from other providers.
- Ability to calculate and administer drug dosages and injections and measure results.
- Ability to maintain quality control standards.
- Ability to react calmly and effectively in emergency situations.
- Ability to communicate clearly.