

Job Summary:

The Licensed Practical Nurse/Certified Medical Assistant will perform routine nursing duties and assist with other related duties involved in providing patient care.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Interviews patients or relatives to obtain appropriate health history and/or immunization status.
- Performs laboratory procedures (i.e. strep test, wound culture, specimen collection, etc.) using principles of aseptic technique and standard precautions/infection control guidelines.
- Takes vital signs and measurements (i.e., height/length and weight).
- Performs screening tests such as vision and hearing
- Assists the physician with procedures
- Administers routine medications under physician orders, which may include but are not limited to immunizations, antibiotics, and topical agents.
- Provides basic patient instructions on the performance of routine tasks or skills. Follows through with necessary procedure or test requests, pre-approved care algorithms, new appointment times and referrals to other facilities or services. Refers questions to physicians per scope of practice guidelines and relays information back to patient as directed.
- Communicates with physicians and other members of the health care team to ensure smooth clinical flow and makes adjustments as necessary. Effectively communicates accurate and timely information with the patient.
- May perform basic and advanced clinical support tasks or skills based on the specialty and appropriate advanced skills and competencies such as but not limited to removal of sutures and staples, laboratory procedures (throat/nose culture, drug screen), phlebotomy - butterfly, venous heel stick, EKG, Holter monitor application, etc., under clinical supervision.
- Assembles materials and equipment in preparation for clinic and maintains adequate supplies.
- Cleans and maintains clinical equipment and disposes of used supplies correctly.
- Draw blood as needed
- Tasks, faxes and messages in EMR
- Participates in mandatory in-services and staff meetings

Required Skills/Abilities:

- Passionate about providing truly excellent always faithful healthcare
- Knowledge of and the ability to perform nursing procedures and to use skills and judgment to care for patients in a clinic setting
- Knowledge and skills are necessary to provide care appropriate to the age of the patients served.
- Knowledge of the principles of growth and development over the life span and possess the ability to assess data reflective of the patient's status and interpret the appropriate information needed to identify each patient's requirements relative to his/her age-specific needs.
- Knowledge of accepted procedures for disposing of used supplies.
- Ability to observe the general physical condition of patients to detect signs of abnormalities.
- Ability to record observations completely, accurately, legibly, and concisely.
- Ability to communicate effectively in person and over telephone.
- Ability to exercise tact, initiative, and good judgment in dealing with people.
- Ability to accept supervision.
- Ability to act independently and make decisions under stress.
- Ability to work effectively as part of a team.
- Ability to handle emergency and crisis situations.
- Demonstrates effective communication, feedback, and conflict resolution skills.
- Promotes collaboration among healthcare team members.
- Promotes a culture of safety through identifying threats to patient safety and intervening to prevent patient harm.
- Applies ethical decision making, demonstrates respect and understanding for peers, and other clinical positions within the clinic.
- Participates as an effective member of the patient care team to formulate an integrated, unbiased, individualized approach to care.
- Participates in quality and/or process improvement initiatives to improve the functions of the clinic and the patient care experience.
- Maintaining patient confidentiality and abiding by all HIPAA and OSHA requirements

Education and Experience:

- LPN License or Certified Medical Assistant
- One to two years' experience minimum experience
- CPR Certified

Physical Requirements:

- Must have the physical ability execute the full performance of the duties of the position.
- Prolonged periods of sitting at a desk and working on a computer.
- Prolonged periods of standing and moving may be required.
- Must be able to lift up to 50 pounds at times.