



JOB TITLE: Licensed Practical Nurse
REPORTS TO: Clinic Manager
FLSA STATUS: Non-exempt
JOB OVERVIEW: Responsible for providing nursing care to the patient under the direction of a physician or health care provider.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

All duties in the Medical Assistant job description AND:

1. Collection of selected data about the health status of the patient.
2. Participate in the development of the plan of care with other team members and safely implements that plan.
3. Communicate in an attentive and individualized manner in every encounter.
4. Verifies the patients understanding of the purpose of visit.
5. Provide instruction/teaching to the patient according to the educational plan.
6. Document care provided or procedures performed accurately on patient records.
7. Provide each patient care in a safe, comfortable and private environment.
8. Provide preventive care information that matches patient age, sex and health status.

ADDITIONAL RESPONSIBILITIES:

1. Demonstrate responsibility and accountability for professional practice, continued growth and self-evaluation.
2. Adhere to employer work practices as described in TDC Occupational Exposure Plan policy.
3. Document work processes as required.
4. Maintain professional appearance and personal conduct at all times.
5. Adhere to all policies and procedures including office and state protocols.
7. Effectively cope with typical job stress.
8. Perform other duties as assigned.

QUALIFICATIONS:

Education/Certification/Licensure:

1. Current State of Washington LPN licensure.
2. CPR certification for *Health Care Providers*.

Experience: 6 – 12 months of professional nursing experience in a clinical setting preferred.

Skills:

1. Ability to administer a variety of treatments and medications as directed.
2. Strong organizational and interpersonal skills.
3. Ability to use various types of equipment for examination and treatment procedures.
4. Ability to take vital signs.
5. Ability to maintain quality control standards.

6. Ability to identify problems and recommend solutions.

Other Requirements:

1. Knowledge of the principles and skills needed for practical nursing to provide patient care and treatment.
2. Knowledge of examination, diagnostic and treatment room procedures.
3. Knowledge of medications and their effects on patients.
4. Knowledge of common safety hazards and precautions to establish a safe work environment.
5. Ability to react calmly and effectively in busy or emergency situations.
6. Ability to interpret, adapt and apply guidelines and procedures.
7. Ability to communicate effectively in the English language in person, by phone and in writing.
8. Requires adherence to all policies and procedures, including but not limited to standards for safety, attendance, punctuality and personal appearance.
9. Ability to establish and maintain effective working relationships with physicians, management and peers.
10. Maintain current CPR for *Health Care Providers*.
11. Maintain current State of Washington LPN licensure.

Physical Requirements:

Hearing: Adequate to perform job duties in person and over the telephone. Able to use stethoscope and respond to verbal questions.

Speaking: Must be able to communicate clearly to patients in person and over the telephone.

Vision: Visual acuity adequate to perform job duties, including visual examination of patient and reading information from printed sources and computer screens.

Other: Requires frequent lifting and carrying items weighing up to 30 pounds unassisted, including assisting patients when required. Adequate physical ability including sufficient manual dexterity to perform the requisite health care service, including injections. Requires frequent bending, reaching, repetitive hand movements, standing, walking, squatting and sitting, with some heavy lifting, pushing and pulling exerted regularly throughout a regular work shift.

Requires exposure to communicable diseases and/or bodily fluids

The above is intended to describe the general content and requirements for the performance for this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read the Licensed Practical Nurse job description and understand the functions and objectives of the position.

Employee Signature: _____ Date: _____

THE DOCTORS CLINIC IS AN EQUAL OPPORTUNITY EMPLOYER