

JOB DESCRIPTION

JOB TITLE: **Licensed Practical Nurse (LPN) - Clinic**
 Licensed Practical Nurse (LPN) – Float – Clinic
 Licensed Practical Nurse (LPN) – Rapid Clinic Float

DEPARTMENT: **Clinic Nursing**

JOB SUMMARY: Consistent with the Minnesota Nurse Practice Act will provide patient care “through the understanding of nursing standards, recognized by the Minnesota State Board of Nursing. Care will be rendered under the direction of a registered nurse, advanced practice nurse, physician or physician assistant.” When this job description applies to the assignment or acceptance of a float position, the responsibilities are equivalent; however the health care team and unit you are assigned to will direct specific job duties to meet the patient care needs.

I. JOB DUTIES:

1. Conducts a focused assessment through the collection and comparison of data to normal findings and the patient’s current health status. Report of changes will be given to the appropriate licensed health care provider for on-going direction, patient management and delegation of care.
2. Participates with health care team in the development and modifications to the patient’s health plan of care plan/orders.
3. Implements patient care interventions that are delegated, ordered or prescribed by a licensed health care provider.
4. Assigns nursing activities or tasks to other licensed practical nurses (LPN).
5. Assigns and monitors nursing task or activities that are delegated to certified medical assistants or any unlicensed personnel on the health care team.
6. Focus on patient care through the provision of safe /effective care, patient advocacy, assistance with patient evaluation to interventions and collaboration and communication with health care team members.
7. Provides health care information to patients and reviews education materials.
8. Provides input for policies and procedures
9. Consistent with section 148.211, subdivision 1 of the Minnesota Nurse Practice Act “Accountable for the quality of care delivered, recognizes the limits of practice and competency, and preforms to the level of education knowledge and skill ordinarily expected of individuals who have completed an approved LPN education program.”

RESPONSIBILITIES FOR EQUIPMENT AND MATERIALS:

1. Assures the exam rooms being used are adequately stocked.
2. Understands policies/ procedures for cleaning spills and eliminating hazardous waste.
3. Follows established safety procedures when handling sharps and/or patient specimens.
4. Helps keep track of supplies and follows established guidelines for ordering.

II. NECESSITY FOR INDEPENDENT ACTION:

1. Understands independent action in relationship to delegated function and the Minnesota Nurse Practice Act.
2. Organizes and utilizes time in an effective fashion.
3. Demonstrates ethical conduct and practices at all times.
4. Maintains a constant awareness of organizational policies and procedures.
5. Demonstrates understanding of sterile and clean techniques.

III. CONFIDENTIAL INFORMATION:

1. Handles all information consistent with HIPPA regulations.

IV. PERSONAL CONTACTS/COMMUNICATION/BEHAVIOR:

1. Addresses patients, visitors, families and co-workers in a pleasant, respectful and professional manner. Maintains open and collaborative communication within work area and across the organization.
2. Demonstrates behavior that fits with the organization's Mission, Vision and Values

V. ATTENDANCE AND ADHERANCE TO ORGANIZATIONAL POLICY:

1. Responsible for being available based upon scheduled hours. Acceptance of a Rapid Clinic positions assume weekend scheduling.

VI. QUALIFICATIONS:

1. Maintains a current Minnesota state licensure.
2. Experience in an ambulatory health care setting is preferred.
3. Ability to work efficiently, accurately, and maintain positive working relationships.
4. BLS certification to be completed within two months of employment.
5. Demonstrated ability to follow and adhere to Grand Itasca Clinic and Hospital policies, vision, mission and values.
6. Maintains reliable and consistent attendance.

Perform other related duties as required. This list is not all-inclusive and any other task or job may be assigned in the future.

VII. PHYSICAL DEMANDS:

The physical demands described here for this position are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical and Mental Demands (The Americans with Disabilities Act requires employers to make reasonable accommodations for a person with a disability. This information is needed to assist Grand Itasca Clinic and Hospital in meting these obligations.)			
PHYSICAL DEMANDS			
Physical Demands (Frequency Based on an 8-hour shift)	Occasionally 1 – 2.5 HR	Frequently >2.5 – 6 HR	Continuously >6 – 8 HR
Standing		X	
Walking		X	
Sitting		X	
Bending/Twisting		X	
Reaching Above Shoulders	X		
Reaching Waist Level		X	
Reaching Below Knee	X		
Climbing	RARELY		
Lifting Above Shoulder <u>15</u> Max # lbs.	RARELY		
Lifting Waist Level <u>30</u> Max # lbs.	RARELY		
Lifting Below Knee <u>15</u> Max #lbs.	RARELY		
Carry Above Shoulder	NA		
Carry Waist Level	MARGINAL		
Carry Below Knee	RARELY		
Writing		X	
Pushing	X		
Hearing			X
Squat/Kneeling	X		
Repetitive Actions			X
Handling			X
Fingering/Keying		X	
Typing		X	
Writing		X	
Gripping/Grasping		X	
Driving	NA		
Speaking			X
Seeing/Visual			X
PHYSICAL ENVIRONMENT			
	Noise		Fume/Gases
	Heat/Cold	X	Human Tissue/Fluids
X	Infectious Disease		Animal Tissue/Fluids
	Moving Machinery		Radiation
	Vibration		Wet/Humid Environment
	Work Outside	X	Telephone Usage
			Chemicals
			Biohazard Materials
			Dirt
			Lasers
			Work Inside
MENTAL DEMANDS			
X	Freq. People Contact	X	Frequent Interruptions
X	Irreg. Work Schedule	X	Decision Making Skills
	Supervisory Skills	X	Concentration Required
X	Detailed Work	X	Ability to Work Independently
			X
			Multiple Concurrent Tasks
			Frequent Deadlines
			Organizational Skills
			Ability to Work with Others
Special Considerations/Unique Environments or Demands: Eye Protection, Gloves, Scrubs, Clients with behavioral challenges			

Reviewed Jan 2017, Feb 2017, May 2017

Employee's Signature

Date

Supervisor's Signature

Date

Original copy must be filed in the Human Resources employee's personnel record.