

SOUTHWEST LOUISIANA PRIMARY HEALTH CARE CENTER, INC.

POSITION DESCRIPTION

Office Nurse (LPN)

GENERAL DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

The office nurse works as part of the medical staff and assists the clinical providers in the provision of primary health care. The nurse provides limited direct patient services and performs specifically designated independent procedures.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Participates in and co-manages the kid-med program.
2. Participates in administrative duties to include clinic research or updating grant.
3. Co-manages the clinic team and serves as interim clinic coordinator in the absence of the clinical coordinator.
4. Meet with management team on a weekly basis.
5. Prepare patients for examination including identification of the chief complaint, the taking of vital signs, height, weight, etc., and ensures smooth patient flow throughout the clinic.
6. Keeps ill patients comfortable until seen by a physician or NP.
7. Assists physicians and family nurse practitioners in healthcare activities, performance of diagnostic and/or therapeutic procedures, and the administration of medications as necessary.
8. Assists with stocking the examining rooms and special treatment rooms with needed supplies.
9. Performs other necessary duties as required by the Medical staff to meet the goal of providing primary health care services.
10. Conducts age-appropriate patient screening for hearing, sight, blood pressure and other simple routine procedures.
11. Collects specimens and delivers them to the laboratory.
12. Participates in the Diabetic Collaborative Program, other research projects including community projects. Participates in daily performance improvement activities.
13. Maintain medication log sheets.
14. Attends and participates in all required meetings.

15. Participates in daily team huddles as a team-based approach to care.

PERFORMANCE IMPROVEMENT ACTIVITIES:

Participates in the SWLPHC Performance Improvement activities and performs duties in accordance with applicable standards.

REPORTING RELATIONSHIP:

The Clinic Nurse reports to and is supervised by the Clinical Coordinator or designee.

EVALUATION:

The evaluation of work performance is ongoing and will be performed by the Clinical Coordinator or designee.

This job description will serve as a delineation of privileges for the nurse. A skills assessment checklist will be conducted every year, with the annual performance evaluation.

In addition, by signing this job description you are certifying that there is no physical and mental health problems which exist that could affect my ability to perform the requested privileges documented in this job description.

QUALIFICATIONS:

1. Certification of practice as a Licensed Practical Nurse or Registered Nurse.
2. Certification with sufficient experience to carry out the duties of this position.
3. Must be qualified in Basic Life Support.