



**Children & Adolescent Clinic**  
*Top-notch speciality care for your growing child*

## Licensed Practical Nurse (LPN)

**JOB TITLE:** Licensed Practical Nurse

**REPORTS TO:** Clinic Management

**REVISED BY:** First & Last name

**POSITIONS SUPERVISED:** N/A

**REVISED DATE:**

### PRIMARY FUNCTION

The Licensed Practical Nurse (LPN) is responsible for monitoring the health of their patients and to facilitate quality patient care. They provide assistance in answering patient phone calls, checking vital signs, and lab work. Other responsibilities include coordinating patient flow, dressing and bandaging wounds and watching changes that may occur on monitor readings. LPN's will also assist Registered Nurses in tasks that can be completed with their level of education.

### QUALIFICATIONS

#### Education and/or Experience

- Associate's Degree required

#### Certificates, Licensure, Registrations

- Current NE LPN license required
- Current Basic Life support (BLS) certification required

### SIGNIFICANT DUTIES

- Greet patient with enthusiasm to make them feel comfortable.
- Maintain patient flow in accordance with the time of the appointment in order to avoid delays for the provider and unnecessary patient wait time.
- Taking patient vitals such as respiration, temperature, blood pressure and heart rate.
- Interview patient and examine past medical history.
- Provide accurate and timely observations in patient charts, noting when changes in health have occurred.
- Assembling equipment necessary such as tubes, catheters and oxygen supplies.
- Receives and responds to calls from patients, pharmacies, hospitals and other medical offices in a timely manner as delegated by professional staff (MD, RN, PA, NP).
- Enter in data related to the patient in proper computer systems.



## Children & Adolescent Clinic

*Top-notch speciality care for your growing child*

### Licensed Practical Nurse (LPN)

- Check that charges were placed on proper patient account.
- Encourage and educate patients on proper health to avoid unhealthy routine.
- Update health records in patient chart.
- Inform patient(s) of the medical staff's order or test via call or mail.
- Assist, when needed, registered nurses and other superior nurses to proper care plan for patient.
- Give necessary guidance to patients in understanding paperwork or documentation.
- Speak with patients and document present problems, allergies, medications.
- Speak with patients and their families about patient treatment plan, test and other diagnoses.
- Supervise certified nursing assistants (CNA's) and other non-licensed nursing professionals to ensure clinic's wellbeing.
- Taking verbal orders from Doctors and other medical staff members.
- Aid in phlebotomy if necessary.
- Obtains required signature from patient, parent or legal guardian for vaccines that may take place.
- Maintain adequate inventory in patient rooms and other rooms necessary.
- Responsible for keeping compliance with OSHA.
- Assists other clinic staff members when necessary.
- Help coordinate patient referrals.
- Call appropriate pharmacy to order patient prescriptions when authorized to do so.

### GENERAL REQUIREMENTS

- Demonstrates commitment to the organizational mission
- Maintains patient confidentiality at all times
- Evidence of good grooming, professional manner and conduct
- Ability to exercise professional judgment, courtesy, and professionalism in daily interactions
- Communicates effectively both orally and writing
- Possesses ability to make independent decisions and changes
- Demonstrates teaching skills, understanding and language skills
- Exhibits excellent telephone and computer skills/knowledge
- Proper use of the EMR
- Serve as a role model to colleagues, students and other care providers
- Actively participate in continued learning opportunities and continued self-development pertinent to the duties of the job
- Operates all equipment correctly and safely
- Participate in the clinic QA program, as needed
- Practice Standard Precautions
- Ability to sit, stand, bends and lift as job requires with the possibility of prolonged standing
- Be able to adjust to frequent interruptions



## Licensed Practical Nurse (LPN)

- Risk of exposure to infectious waste and diseases
- Attends and participates in department designated clinic meetings
- Performs other related duties as assigned

I have received, read and understand this job description.

\_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date

### PHYSICAL DEMANDS CHECKLIST

PHYSICAL ACTIVITY	PHYSICAL DEMAND REQUIREMENTS					ADDITIONAL INFORMATION
	FREQUENCY					
	Never	Rarely <25%	Occasionally 25% - 50%	Frequently 51% - 75%	Continuously 76% +	
Lift: Light weight (0-19 lbs.)				X		
Lift: Moderate weight (20-35 lbs.)			X			
Lift: Heavy weight (35-50 lbs.)		X				
Walk				X		
Bend				X		
Stand				X		
Sit				X		
Drive			X			
Climb		X				
Squat/Crouch		X				
Kneel		X				
Push			X			
Pull			X			
Write					X	



**Children & Adolescent Clinic**  
*Top-notch speciality care for your growing child*

## Licensed Practical Nurse (LPN)

Reach					X	
Grip				X		
Crawl		X				
Vision/Read					X	
Talk/Verbal Skills					X	
Hear					X	
Feel/Tactile				X		
Concentrate in Distracting Environment					X	