



JOB DESCRIPTION

JOB TITLE: LPN (Licensed Practical Nurse)
DIVISION/LOCATION: Internal Medicine/New Windsor
STATUS: Full-time/Non-Exempt
REPORTS TO:
DATE: February 2017

POSITION SUMMARY:

The LPN functions under the supervision and guidance of the Physician and participates in the multi-disciplinary process of providing care and treatment to patients and provides clinical support and technical assistance to the professional medical and other staff. The LPN is responsible for functioning within the scope of practice dictated by the authority of the New York State Department of Education.

DUTIES AND RESPONSIBILITIES

- Assists physician with patient office visits, including putting patients in rooms, interviewing patients, recording vital signs including pulse rate, blood pressure, respiration count, temperature, height and weight, and enters information in patient's electronic medical record.
- Administers injections
- Works collaboratively with Medical Assistant.
- Performs select clinical tests.
- Performs administrative tasks, including form completions, prescription refills, referrals and patient educational material.
- Administers and documents medication under physician's order and follows the five (5) medication rights and reduces the potential for medical error.
- Compiles and assists providers in the follow up of lab tests, X-rays, medication and preauthorization issues.
- Demonstrates appropriate use of Red Bag Waste.
- Organizes exam rooms, including general cleaning, upkeep, and re-stocking of supplies.
- Fields patient telephone calls and responds accordingly.
- Compiles and assists provider in responses to triages from team members and patients received by phone or electronic messages.
- Assists in requesting medical records from patient
- Demonstrates appropriate hand washing technique to insure proper infection control and follows universal precautions.
- Performs all aspects of patient care in an environment that optimizes patient safety and reduces the likelihood of medical/health care errors.
- Other duties as assigned.

EDUCATION & EXPERIENCE

- Current NYS LPN license required.
- Experience as an LPN in a physician's office, preferably in internal medicine.
- Current Infection Control Certificate
- Basic Life Support (BLS) certification is required.

QUALIFICATIONS & REQUIREMENTS

- Ability to assess, plan, implement and evaluate nursing care according to individual needs.
- Must demonstrate an understanding of clinical risk.
- Must demonstrate consistent professional conduct and meticulous attention to detail.
- Must possess excellent verbal and written communication skills as well as excellent interpersonal skills with patients, staff, and other health care professionals.
- Familiarity with EMR systems preferred.

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