



JOB DESCRIPTION

JOB TITLE: LPN (Licensed Practical Nurse)

DIVISION: Urology

STATUS: Full-time, Non-Exempt

DATE: March 2017

REPORTS TO: Clinical Director

POSITION SUMMARY:

The LPN functions under the supervision and guidance of the Clinical Director, RN Team Lead and/or 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.

DUTIES AND RESPONSIBILITIES:

- Assists physicians with patient office visits, including putting patients in rooms, interviewing patients, recording vital signs including pulse rate, blood pressure, height and weight, and enters information in patient's electronic medical record.
- Performs select clinical tests including, but not limited to; urinalysis, urine culture and sensitivity, pregnancy tests, blood glucose monitoring, bladder scans, uroflow, and urodynamics. Manages and operates equipment safely and correctly.
- Administers and documents medication under physician's order and follows the five (5) medication rights and reduces the potential for medical error.
- Participates in the controlled substance count conducted regularly.
- Performs office visits, including catheter changes and collection of data with reference to UTI symptoms and completes appropriate documentation in patient's electronic medical record.
- Assists physicians with office based procedures and office based procedures under anesthesia by participating in time out procedure; providing pre and post-operative care; assists physician during actual procedure.
- Observes, records, and reports changes in patients' condition.
- Carries out medical and surgical asepsis during treatments and special procedures.
- Demonstrates appropriate use of Red Bag Waste.
- Sterilizes, packages, and autoclaves instruments, using proper sterilization protocols.
- Setting up proper equipment for specific office based procedures and office based procedures under anesthesia.

- Labeling and processing patient specimens as needed, including tracking specimens in appropriate logs.
- Organizes exam rooms, including general cleaning, upkeep, and re-stocking of supplies.
- Assists CT technician with IV starts as needed.
- Fields patient telephone calls and responds accordingly.
- 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.
- Conducts pre-procedure prep phone calls (local and OA to reiterate holding of medications, fasting, etc.)
- Conducts post-procedure (local and OA) patient phone calls for infection/complications and will also confirm patient is aware of post-procedure appointment
- Review hospital discharge logs to ensure all patients discharged from the hospital have a follow-up appointment scheduled in the office
- Responsible for prescription refills
- Completes patient FMLA/Disability paper work
- Other duties as assigned.

EDUCATION & EXPERIENCE:

- Current NYS LPN license required.
- Current Infection Control Certificate is required.
- Basic Life Support (BLS) certification is required.

QUALIFICATIONS & REQUIREMENTS:

- Ability to collect clinical data and information in order to provide nursing care based on individual patient 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 a plus.
- Travel to any of the Premier Medical Group locations will be required upon request.

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