JOB DESCRIPTION

Policy No.: HR 2203-4

JOB TITLE: LPN
DEPARTMENT: Endoscopy Unit
STATUS: Full Time/Non-Exempt
REPORTS TO: Nursing Clinical Coordinator

POSITION SUMMARY:

The LPN functions under the supervision and guidance of the Nursing Clinical Coordinator (RN) and/or Physician and assists during endoscopic procedures. The LPN provides quality care that is focused on the comfort and well-being of the patient. The LPN contributes to the efficient management of the Endoscopy Unit. He/She also participates in the maintenance of endoscopes and other specialized equipment used and provides technical assistance during procedures.

DUTIES AND RESPONSIBILITIES

- Ensures a high standard of nursing care to patients attending the Endoscopy Unit, working within company policies and procedures.
- Provides technical assistance during diagnostic and therapeutic Endoscopic procedures, ensuring safe working practice.
- Sets, monitors and maintains excellent standards of nursing care.
- Maintains personal contact with patients and relatives, being sensitive to their needs for courtesy, dignity and privacy and ensuring a friendly environment at all times.
- Maintains timely and accurate nursing records and ensures confidentiality of patient information.
- Contributes to the local resolution, investigation and follow up action of any informal or formal complaints.
- Participates in the care and maintenance of endoscopes and other specialized equipment, ensures a standard of decontamination at all times including accurate records of traceability of all endoscopes and associated equipment.
- Ensures the safe discharge of all patients from the Endoscopy unit.
- Maintains a safe and clean environment within the clinical area in accordance with established standards and regulations.

EDUCATION & EXPERIENCE

- Must be a licensed practical nurse (LPN).
- Minimum two years of experience in a related healthcare position.
• Previous endoscopy experience strongly preferred

QUALIFICATIONS & REQUIREMENTS

• Ability to care for patients undergoing endoscopic procedures and to provide technical assistance during diagnostic and therapeutic procedures.
• Must demonstrate an understanding of clinical risk.
• Knowledge of GI diagnosis, treatment and health education.
• Knowledge of EMR system a plus
• 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.

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