



JOB DESCRIPTION

JOB TITLE: LPN (Licensed Practical Nurse)
DIVISION/LOCATION: Pediatrics/Poughkeepsie
STATUS: Non-Exempt / Part-time
REPORTS TO: Office Supervisor
DATE: May 2018

POSITION SUMMARY:

The LPN functions under the supervision and guidance of the Office Supervisor 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. The LPN is responsible for functioning within the scope of practice dictated by the authority of the New York State Department of Education. Individual must be able to manage demanding workload with accuracy. Position requires excellent customer service skills with patients, and their families, other staff, physicians, vendors, and the public.

DUTIES AND RESPONSIBILITIES

- Assists physicians 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
- 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 providers in responses to triages from team members and patients received by phone or electronic messages.
- Participates in AM huddle as assigned
- 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 Pediatrics.
- Current Infection Control Certificate is required.
- 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.
- Must be able to perform blood draws
- Travel to any of the Premier Medical Group locations may be necessary upon request.

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