



JOB DESCRIPTION: LICENSED PRACTICAL NURSE (LPN)

SUMMARY: Under the direction of the Physician, provides care to patients in a knowledgeable, skillful, consistent, and courteous manner following established policies and protocols.

DUTIES AND RESPONSIBILITIES:

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

- Administers medications, treatments, and tests according to established protocols.
- Collaborates with physician, other clinicians, staff, patients, and families to develop plans of care.
- Provides teaching and emotional support to patients and families.
- Establishes and maintains communication with other health care providers and departments to ensure operational efficiency and effectiveness and promote consistency and continuity of care.
- Documents patient assessments, medication administration, treatments, and other interventions and care in accordance with law, regulation, and established protocol.
- Participates in the orientation and training of new staff.
- Collaborates with others in providing in-service education as needed.
- Demonstrates an awareness of and sensitivity to patient/family rights.
- Applies safety principles as identified by established policy.
- Participates in continuing education to continually improve skills and abilities and stay abreast of current technologies/practices.
- Exhibits a high degree of courtesy, tact, and poise when interacting with patients, families, and other healthcare professionals.
- Adjusts to fluctuating peaks in patient flow, acuity, and other operational demands while maintaining quality.
- Assists with rooming patients, preparing patients for examinations/procedures, emergency care, and injections as needed.
- Performs routine laboratory tests on patients as provided by established protocol.
- Request prior approval for radiological tests and medications.
- Performs duties including but not limited to answering phones, taking and returning messages per provider's instructions, taking vital signs, preparing patients for exams, assisting providers with procedures, cleaning and restocking rooms, filing materials, servicing equipment and instruments, triaging test results, and performing procedures covered by the LPN licensure.
- Discharges patients who have been evaluated by a provider.
- Maintains office/department and patient records – filing, retrieving test results or charts – as necessary.
- Monitors and maintains sample medication supply, as necessary.
- Performs other duties as assigned by manager.



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QUALITY IMPROVEMENT ACTIVITIES

(PCMH, DSRIP, CPC+, APC, HEDIS, Value-based Programs and future programs)

- Participates in daily face-to-face huddles or reviews and signs document no later than 30 minutes after the start of the shift.
- Collaborates with team members and assist patients by reviewing and responding to all individually assigned Triage/ Documents/ To-do's daily.
- Daily collaboration with team members and patients by reviewing and responding to all team assigned Triage/ Documents/ To-do's; including but not limited to Nurse, transition of care, Forms, ePA, Prior Auth, Labs, X-rays, Orders and Referrals tasks on MEDENT's Chart Central.
- Completes transitions of care via telephone, email, or face-to-face. The initial contact must take place 2 business days or less following the patients' discharge to the community setting from Inpatient Acute Care Hospital, Inpatient Psychiatric Hospital, Long Term Care Hospital, Skilled Nursing Facility, Inpatient Rehabilitation Facility, Hospital outpatient observation or partial hospitalization and Partial hospitalization at a Community Mental Health Center.
- Conducts medication reconciliations.
- Provides disease and medication educational material, patient engagement and self-management tools and clinical visit note summaries to patients and families.
- Participates in quality improvement and utilization review activities.
- Assists with the identification of strategies to improve health outcomes with an emphasis on preventive interventions.
- Participates in establishing department/organization goals, identifying priorities, and implementing and evaluating quality improvement efforts.
- Participates in patient (or person) and family advisory council (PFAC).
- Refers patients to appropriate Community Resources.

QUALIFICATIONS:

- Graduate of an accredited school of nursing.
- Must possess current state LPN license and CPR certification.
- Demonstrates competence in reacting to and handling emergencies.
- Ability to work collaboratively with multiple health professionals in a busy and complex environment using tact, diplomacy, and discipline.
- Strong charting/documentation skills.
- Ability to understand and adhere to established policies, procedures, and protocols.
- Commitment to excellence and high standards.
- Excellent written and oral communication skills.
- Strong organizational, problem-solving, and analytical skills.
- Ability to manage priorities and workflow.
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm.
- Acute attention to detail.
- Ability to work independently and as a member of various teams and committees.
- Strong interpersonal skills.



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- Ability to effectively communicate with people at all levels and from various backgrounds.
- Demonstrates good judgement with the ability to make timely and sound decisions.
- Creative, flexible, and innovative team player.
- Bilingual skills a plus.
- Ability to understand and follow written and verbal instructions.

PHYSICAL/MENTAL REQUIREMENTS:

While performing the duties of this job, the employee is frequently required to do the following:

- Walk, kneel, stoop, and bend.
- Understand and respond to a diverse population.
- Utilize visual, auditory, verbal, and olfactory processes required to assess, monitor, and care for patients.
- Lift 25- 50 pounds frequently.
- Interpret complex laws, regulations, and/or policies.
- Coordinate multiple tasks simultaneously.

WORK ENVIRONMENT:

- Frequent exposure to blood-borne and airborne pathogens or infectious materials.

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Licensed practical Nurse

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Ted J. Triana, D.O.

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Signature

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Date

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Date