



Goodland Regional Medical Center

Job Description

Job Title:	Clinic Licensed Practical Nurse (LPN)-Phone Nurse
Classification:	Non-exempt/Hourly
Reports To:	GFHC Clinical Coordinator
Position Type:	Full-Time
Hours Worked/Shift:	Monday - Friday
Date Last Reviewed:	August 3, 2022

Summary:

Provides direct & indirect patient care in clinic setting. Provides care that meets all essential elements for patients and families; provides care that reflects professionalism, caring, and courtesy under the supervision of physicians, nurse practitioners, or physician assistants. Maintains regulatory requirements, nursing, and clinic policies, procedures & standards. Communicates with medical providers and co-workers in an effective, efficient manner regarding patient conditions, test results, and diagnostic studies.

Essential Functions:

1. Evaluates patient outcomes & adjusts care processes as indicated under provider orders.
2. Ability to perform a appropriate patient assessment under provider supervision for all members of the general patient population.
3. Ability to assess pain, utilize appropriate pain management techniques, and educate patient & family regarding pain management.
4. Creates a care environment that optimizes patient safety & reduces likelihood of medical errors.
5. Performs patient care responsibilities specific to standard of care for patient's age.
6. Demonstrates knowledge of human growth & development for all patient ages & skills necessary to provide appropriate care for a variety of patient types.
7. Medical & surgical asepsis is carried out during treatments & procedures.
8. Communicates appropriately to medical providers, patients, and families.
9. Demonstrates ability to assist physician with procedures and perform elements of patient care as ordered by medical provider.
10. Treats patients & families with respect & dignity; identifies & addresses needs of patients & families.
11. Interacts professionally with patients & families in course of duties.
12. Demonstrates ability to work effectively with medical providers & co-workers.
13. Demonstrates ability to perform treatments & services to the level of licensure.
14. Consults with other GRMC departments as needed to provide an interdisciplinary approach to patient needs.
15. Meets clinic documentation standards electronically or as otherwise required.
16. Maintains working knowledge of medications & their administration based upon age of patient and their medical condition.
17. Maintains established clinic policies & procedures, objectives, performance improvement, safety & infection control standards.
18. Answers phone calls in a professional manner, refers patient problems to medical providers, and assists with patient appointments as may be necessary.
19. Ensures an adequate stock of supplies & equipment daily.

20. Assists with cost containment through proper ordering & conserving of supplies.
21. Maintains a good working environment with all hospital personnel.
22. always Manages and operates equipment safely.
23. Demonstrates ability to be flexible, organized & function under stress.
24. Responds appropriate to patient in physically stressful situations.
25. Performs other duties as assigned within LPN scope of practice.

Competencies:

- Places the patient’s experience at the forefront of all decisions and actions.
- Provides all patient care in a safe, private, and comfortable manner.
- Sets priorities and can work under pressure.
- Delivers excellent patient care and customer service.
- Always communicates with respect and professionalism.
- Able and willing to provide support to team members when requested or required.
- Self-directed in task completion.

Position Qualifications:

Minimum Education: Must be a graduate of an accredited Licensed Practical Nurse or Registered Nurse program with verification of graduation required.

Minimum Experience: Prefer 2-3 years of clinic LPN or RN experience but will consider new graduates as well.

Certifications/Licensures: Current licensure with Kansas Department of Nursing as an LPN.

Working Environment: Clinic nursing with exposure to a wide variety of unpleasant patient elements in course of daily duties. Involves being on one’s feet a great deal, considerable walking to & from patient encounters, assisting patients in with medical needs as ordered by provider. May be required to lift 25-50 pounds and/or carry a similar amount of weight in certain situations; requires repetitive movements such as simple & firm grasping and fine manipulation of course of job duties.

Physical Demands: **

Stand:	Frequently	Lift/Carry:		Push/Pull:	
Walk:	Frequently	0-10 pounds:	Frequently	10-25 pounds:	Frequently
Sit:	Occasionally	10-20 pounds:	Frequently	25-50 pounds:	Frequently
Squat/Kneel:	Occasionally	20-50 pounds:	Occasionally	50-100 pounds:	Occasionally
Bend:	Occasionally	50-100 pounds:	Occasionally	100+ pounds:	Never
		100+ pounds:	Never		

Reasonable accommodations may be made to enable individuals with disabilities to perform the position accountabilities without compromising patient care or departmental efficiency. However, should it be determined that the employee cannot meet the position accountabilities with or without accommodation, it is the right of GRMC to release the individual under Kansas “Employment at Will” doctrine

Professional Requirements: Adheres to policies, procedures, and always maintains confidentiality. Attends annual in-services completes annual education in a timely manner. Represents GRMC in a positive, professional manner on the job, electronically and in the community. Complies with all hospital policies regarding ethical business practices; communicates the mission statement & core values of GRMC both on and off the job.

Acknowledgement:

I hereby acknowledge that I have received a copy of this position description and that I have both read and understand its contents. I hereby accept responsibility for fulfilling position expectations. I also acknowledge that the Administration or governing body of GRMC may modify the requirements of this job or eliminate it at any time, if deemed necessary. I acknowledge that this position description is representative of overall job requirements but not necessarily comprehensive in its description of all aspects of the job, and I agree that other duties not explicitly mentioned herein may nevertheless be reasonable job expectations on the part of Goodland Regional Medical Center.

I have received, read, and understand this job description for my position at GRMC.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Human Resource Signature: _____ Date: _____