

## **Licensed Practical Nurse** **Outpatient Medical Center**

**GENERAL:** The overall responsibility of the Licensed Practical Nurse is to assist the Director of Nursing (DON), the Medical Director, and the CMO with assuring quality patient care, excellent support of providers, and compliance with all applicable healthcare requirements in all clinic sites. Key responsibilities include, but are not limited to: Assure and monitor tasks assigned to nursing department; Perform triage on walk-in patients and other patients desiring care; Assure each clinic is set up to receive and account for state and OMC purchased vaccines; Assure each clinic performs monthly clinical supply and vaccine inventory and POs are completed and submitted to the purchasing agent; Work with CMO to track and address all reports of potentially infectious diseases among employees and patients according to Infection Prevention Policy; Assure all nurse competency forms are completed initially and annually - submitted to CMO approval and to QA and Board quarterly compliance committee; perform onboarding training to all newly employed nurses and those needing additional training; Train and monitor staff on infection control expectations; Lead nursing training agenda during in-services; QA logs done for monthly QA meetings; Learn and then prepare written nursing guidelines for approval by the CMO and nurse administrator to standardize nursing duties in all OMC clinics; Other duties to assist management as requested.

### **Essential Job Functions**

**Responsibilities & Compliance** - The overall responsibility of the Licensed Practical Nurse is to assist the Director of Nursing (DON), the Medical Director, and the CMO with providing quality patient care, excellent support of providers, and compliance with all applicable healthcare requirements in all clinic sites; Participates in all Joint Commission readiness activities and prepares documents for review by Joint Commission or HRSA auditors.

**Nursing Tasks and Patient Care** - Perform tasks assigned to the nursing department including but not limited to, timely completion of provider orders, making referrals when requested, proper completion of the documentation in the electronic record, following standing orders and clinical practice guidelines, timely returning patient phone calls, and processing their refill and other requests, etc.; perform triage on walk-in patients and other patients desiring care when needed; prepare nursing productivity reports; assure nursing duties are focused on billable patient care encounters scheduled on any given day.

**Vaccine Oversight** - Must set up the clinic to receive and account for state and OMC purchased vaccines; gain access to the state immunization database (Links); complete training on the state Vaccines for Children (VFC) program; participate in temperature alert system; assure vaccines are monitored for expiration dates; immediately notify management of potential/real vaccine losses; assure unexpired vaccine is always available for patient care by completion of monthly supply and medication inventories with submission of purchase orders for low supplies of vaccines

or those nearing expiration, etc. Complete monthly supply and medication/vaccine inventories with submission of purchase orders for low/expiring supplies. Report potentially infectious diseases among employees and patients according to the Infection Prevention Policy.

**Quality Control Logs** - Maintain files and assure the timely completion of all current and future quality control (QA) logs for monthly submission to the DON for review at monthly QA meetings. Logs include are but not limited to, Urine Analyzer Quality Control, Glucometer Quality Control, Hemoglobin Quality Control, Hemoglobin Quality Control, Portable Oxygen, Emergency Eye Wash Station, Ambient Temperatures –Lab/Vaccine/Supply Rooms, etc.; must follow all approved written nursing guidelines and standardized nursing duties in all OMC clinics.

**Other Duties as Assigned** - Assisting the DON in training and orienting new nurses as requested.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge to understand the diverse objectives and functions of OMC in order to provide nursing leadership in a manner that maximizes the performance of the various departments and programs.

Skills in decision-making and problem-solving; maintaining an organized work area with attention to detail; organizing and prioritizing workload and meeting deadlines, and excellent, written, and verbal communication.

Ability to interact effectively and professionally with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds. Work effectively with managers, co-workers, and members of the public and professional groups, manage and coordinate activities and projects; communicate effectively, clearly, and concisely with others (internal and external customers, both verbally and in writing), consistently demonstrate positive/proactive customer service attitude. Consistently maintains ethical behaviors exemplary of quality public service and for standards, inclusively, among all employees and members of the public; work as an effective team member, function independently, exercise sound judgment and initiative; be flexible to shift priorities; maintain confidentiality; work towards goals and objectives of Strategic Health Plan. Follow OMC policies and the mission, vision, and Guiding Principles of OMC; receive constructive feedback, and be available to accept a new assignment to meet disaster-related OMC responsibilities.

This individual has knowledge and understanding of modes of cross-contamination, infection prevention practices, and general safety procedures beneficial throughout the organization. Ability to maintain up-to-date knowledge of standards and regulations in accordance with infection control, regulatory safety, and universal precaution. Basic knowledge of the standards of the Joint Commission, CDC, and HRSA. Openly and accurately communicates with administration, healthcare professionals, site managers, and clinic staff. Clear, concise, and persuasive writing accompanied by excellent presentation skills. Proficient use of basic office software including, Microsoft Word, Excel, and PowerPoint. Ability to communicate effectively both verbally and written. Ability to maintain good working relationships with staff and medical personnel. Ability to implement basic education principles and teaching tools.

**EDUCATION AND EXPERIENCE**

Licensed Practical Nurse in the State of Louisiana

Current CPR certification

**SPECIAL REQUIREMENTS**

Must have reliable transportation and be willing to travel to other facilities if needed.

*\*\*\* Approved by CEO on October 4<sup>th</sup>, 2022*