

Outpatient Medical Center (OMC) seeking a reliable and dependable Licensed Practical Nurse (LPN) and Certified Medical Assistant (CMA). Must follow clinical practice guidelines, assist providers, perform intake and vitals, review of systems, medication reconciliation, refills, referrals, prior authorizations, quality controls, supply inventory, etc. Reports to Director of Nursing (DON) at the Natchitoches Clinic. Weekday schedule, paid holidays plus additional benefits. Competitive salary based on experience & Federally Qualified Healthcare Center (FQHC) comparative salaries in Louisiana. Must meet physical requirements.

Questions regarding this position, or for consideration, please email online application and resume to hr@outpatientmedical.org. *[Cover letter optional]* Please note clinic location you are interested in when applying.

OMC LPN/CMA Job Descriptions Below



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 FUNCTIONS

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.

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 schedule on any given day.

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 notifies management of potential/real vaccines 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.

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 may include; 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 September 26, 2022*



Certified Medical Assistant Outpatient Medical Center

GENERAL

Under the supervision of the Director of Nursing/designee, the Certified Medical Assistant is responsible for providing customer-friendly clinical nursing services. This includes patient intakes, vitals, chief complaints, medication lists, administering medications and procedures, making referrals, and patient education) in accordance with standing orders by the CMC), state and local laws, established clinic scope of services, and in accordance with the organization's executive priorities and goals. The CMA works very closely with assigned providers to assist in working at the top of their licenses in the course of seeing scheduled and walk-in patients.

ESSENTIAL JOB FUNCTIONS

80% -Assists providers in completing all medical documentation needed to provide health care to patients within the electronic health record. Provides nursing assessments and intake activities, administers treatments and medication as ordered, and provides customer-focused clinical care. Performs basic walk-in assessment functions; interviews patient/family to determine the purpose of the visit; assists with procedures, prepares patients for and assists providers with exams, performs and documents screening tests (hearing, vision, developmental); demonstrates age-appropriate modifications as related to measurements and screenings; administers medications according to the 5 rights; evaluates

immunization records and administers vaccines according to provider orders; accurately documents all nursing assessments and care, patient education, follow-up, treatment plans, etc. in the electronic health record in accordance with written training materials.

10% - Assesses patient education readiness and modifies patient education according to patient and family needs. Teaches patients to use blood sugar monitoring equipment and inhalers; provides prenatal, family planning, and STD education to clients as ordered.

5% - Provides orientation, education, and supervision of inexperienced staff nurses and of authorized students, and volunteers.

5% - Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of adult learning principles, ambulatory nursing practices and procedures, and community resources. Skill in providing excellent customer service and support; organizing and prioritizing workload and meeting deadlines; and excellent written and verbal communication; working knowledge of general office procedures, office copiers, fax machines, computers, and multi-line telephone systems; ability to interact effectively and professionally with persons from diverse cultural, socioeconomic, education, racial, ethnic and professional backgrounds; work effectively with managers, co-workers, members of the public and professional groups; communicate effectively, clearly, concisely with others (internal and external customers, both verbally and in writing); consistently demonstrate positive/proactive customer service attitude; consistently maintain ethical behaviors exemplary of quality public service and fair 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; establish and maintain effective interpersonal work relationships; work toward goals and objectives of OMC policies - including adhering to OMC immunization policy and the mission, vision, and Guiding Principles; ability to receive constructive feedback in a positive manner; and be available to accept new assignments to meet emergency-related responsibilities.

EDUCATION AND EXPERIENCE

Required: Must have completed accredited training and received certification as a Medical Assistant or be able to obtain one while in the probationary period

Preferred: Previous work experience in a primary care clinic or federally qualified health center (FQHC)

LICENSE AND CERTIFICATION

Must have a certification as a Medical Assistant or be able to obtain one while in the probationary period.

Current CPR

Driver's License

SPECIAL REQUIREMENTS

Ability to work effectively in an electronic medical record. Must have reliable transportation.

*** Approved by the CEO on 2/20/2023