



Job Title:	Licensed Practical Nurse
Reports To:	Clinic Manager
Department:	Clinical Operations
FLSA Status:	Non-Exempt
Travel:	5%
Supervisory Duties:	None
Work Schedule:	Full Time (40 hours per week) 4, 10 hour days or 5, 8 hour days

Job Summary

The Licensed Practical Nurse (LPN) will care for ill, injured, convalescent, or disabled persons in a rural outpatient clinic setting. Works under the supervision of Clinic Manager. Licensing required. Promotes and supports the Patient Centered Medical Home (PCMH) primary care model.

Reasonable Accommodation Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. Bay Clinic is an equal opportunity employer.

Essential Functions

- Observe patients, charting and reporting changes in patients' conditions, such as adverse reactions to medication or treatment, and taking any necessary action.
- Administer prescribed medications and noting times and amounts in patients' EMR.
- Answer patients' calls and determine how to assist them.
- Measure and record patients' vital signs, such as height, weight, temperature, blood pressure, pulse and respiration.
- Provide basic patient care and treatments, such as taking temperatures or blood pressures, dressing wounds or performing catheterizations.
- Work as part of a Patient Care Team to meet patient needs.
- Confer with other Patient Care Team Members as necessary.
- Assemble and use equipment as directed.
- Collect specimen samples and perform routine in-house laboratory tests as directed.
- Prepare patients for examinations, tests or treatments and explain procedures.
- Apply compresses, hot and/or cold as directed.

- Inventory and requisition supplies and instruments.
- Sterilize equipment and supplies, using germicides, sterilizer, or autoclave.
- Keep records and perform other clerical duties as directed.
- Set up equipment and prepare medical treatment rooms.
- Be a part of a Care Coordination Team that actively manages assigned panel of chronic care patients (high acuity).
- Report to work as scheduled and on time and keep supervisor informed as to changes in work schedule.
- Perform other duties as assigned.

Qualifications

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Adaptability - Ability to adapt to change in the workplace.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Autonomy - Ability to work independently with minimal supervision.
- Communication, Oral English - Ability to communicate effectively in English.
- Communication, Written English - Ability to communicate in writing clearly and concisely in English.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Decision Making - Ability to make critical decisions while following company procedures.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Judgment - The ability to formulate a sound decision using the available information.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.
- Tolerance - Ability to work successfully with a variety of people without making judgments.
- Working Under Pressure - Ability to complete assigned tasks under stressful situations.

Skills & Abilities

Education: Associate's Degree (two year college or technical school): Required

Experience: 6 plus months of experience
6 months of experience preferred.

Computer Skills: Familiarity with Microsoft Office environment. Ability to competently utilize EMR to complete daily tasks.

Certifications & Licenses: Must maintain current Hawaii state license and current Health Care Provider CPR/BLS certification.

Other Requirements: Community Health Care Clinic or similar community outpatient care experience preferred.

Working Conditions

Health clinic environment with possible exposure to airborne and bloodborne pathogens.

Physical Requirements

Stand for extended periods of time, do repetitive tasks with few breaks.

Physical Demands

N (Not Applicable)	Activity is not applicable to this position.
O (Occasionally)	Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently)	Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly)	Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands		Lift/Carry	
Stand	F	10 lbs or less	F
Walk	F	11-20 lbs	F
Sit	O	21-50 lbs	O
Manually Manipulate	F	51-100 lbs	O
Reach Outward	O	Over 100 lbs	O
Reach Above Shoulder	O		
Climb	O		
Crawl	O	Push/Pull	
Squat or Kneel	O	12 lbs or less	F
Bend	O	13-25 lbs	F
		26-40 lbs	O
		41-100 lbs	O

Other Physical Requirements

- Sense of Sound - Hear from stethoscope
- Ability to wear Personal Protective Equipment (PPE) - Gloves, gown and face shield

****The company has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

Prepared By:	Human Resources
HR Director Approval:	
Date:	
Supervisor Approval:	
Date:	
Employee Signature:	
Date:	

