



JOB DESCRIPTION

Position:	LVN Staff Nurse
Department:	Medical Support
Reports to:	Nursing Supervisor
FLSA Status:	Non-Exempt Position
Grade:	LVN

GENERAL PURPOSE:

The LVN Staff Nurse provides medical support services to the providers in order to ensure a smooth flow of patients through the medical clinic

MAIN RESPONSIBILITIES & DUTIES:

- 1) Assists patients calling and visiting the clinic
 - a. Calls and escorts patients to exam area timely to promote continual flow of patients.
 - b. Obtains vital signs, height and weight and documents in Electronic Health Record (EHR) per policy and procedure
 - c. Collects and processes laboratory specimens per policy and procedure
 - d. Enter patient with designated problems and data into i2iTracks per protocol
 - e. Records in EHR timely per policy and procedure (PCMH)
 - f. Maintains daily EHR worklist
- 2) Assists providers with patient health care support
 - a. Performs diagnostic tests per protocol and/or at provider request
 - b. Administers immunizations and medications per protocol
 - c. Assists with calls to pharmacies per protocol and clinical messages to be returned in 48 hours (PCMH)
 - d. Provides patient education and teaching at provider discretion
 - g. Initiates Care Plans and updates EHR per Patient Centered Medical Home (PCMH)
 - h. Initiates Advanced Directives and updates as appropriate per policy and procedure per PCMH
 - e. Interprets PPD skin test results and documents in EHR
- 3) Cleans, autoclaves, and sterilizes instruments, equipment, etc.
- 4) Performs control tests of certain laboratory equipment
- 5) Prepares and stocks exam rooms
- 6) Utilizes effective means to resolve conflict
- 7) Maintains a professional growth by attending all staff meetings and required in-service trainings
- 8) Participates in Continuous Quality Improvement (CQI) and Quality Care activities
- 9) Flexibility to work at other Ampla Health sites as needed

- 10) Other duties as assigned by supervisor

QUALITIES & CHARACTERISTICS

- 1) Maintains a professional relationship and positive attitude with co-workers, the public, patients and all Ampla Health's staff, Board of Directors and vendors
- 2) Maintains the highest professional ethics and is honest in dealing with people; is a model for all employees through his/her actions
- 3) Strives to learn more and is receptive to new challenges and opportunities
- 4) Displays enthusiasm toward the work and the mission of Ampla Health
- 5) Treats all clients, staff and the community with respect and courtesy

PROFESSIONAL KNOWLEDGE, SKILLS & ABILITIES

- 1) Valid California Nursing License issued by the Board of Vocational or Registered Nurse required
- 2) Current CPR certification required
- 3) Neatness and accuracy in performing tasks
- 4) Ability to function effectively as part of a team
- 5) Ability to use discretion in situations dealing with confidential patient health information
- 6) Effective time management skills
- 7) Familiarity with primary care outpatient clinic procedures (desirable)
- 8) One (1) year acute care experience (desirable)
- 9) Demonstrate clear knowledge of Ampla Health's clinic structure, standards, procedures and protocols including Patient Centered Medical Home (PCMH) and Meaningful Use (MU)

COMMUNICATIONS SKILLS

- 1) Must have neat and legible handwriting
- 2) Must be able to interact with patients courteously and calmly
- 3) Ability to communicate well with the public
- 4) Utilizes effective verbal and written communication skills

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

Works well with patients in a generally comfortable office environment. Employees must possess the following physical requirements:

- 1) Must be able to lift up to 40 pounds and push up to 100 pounds (on wheels)
- 2) Able to work on feet the majority of the day without tiring
- 3) Must be able to hear and communicate with clients and staff on the telephone and those who are served in person, and speak clearly in order to communicate information to clients and staff
- 4) Must have manual dexterity adequate to read increments on tuberculin syringe accurately
- 5) Must have vision which is adequate to read memos, computer screens, registration forms and other clinic documents
- 6) Must be able to reach above shoulder level to work. Must be able to bend, squat and sit, stand, stoop, crouch, reach, kneel, twist/turn

7) This position has exposure to Aerosol Transmitted Diseases (ATD) and Blood Borne Pathogens (BBP)

EMPLOYEE NAME(PRINT)

EMPLOYEE SIGNATURE

DATE