



JOB DESCRIPTION

Position:	LVN Nursing Lead
Department:	Medical Support
Reports to:	Nursing Supervisor
FLSA Status:	Non-Exempt/Supervise staff LVN & CMA positions
Grade:	LVNL

GENERAL PURPOSE:

The LVN Nursing Lead provides support to the Nursing Supervisor to maintain responsibility for the professional nursing activities of all nursing staff under Ampla Health as assigned or designated, provides medical support services to the providers in order to ensure smooth flow of patients through the medical clinic. During the absence of the Nursing Supervisor, the Nursing Lead will be responsible to perform those duties.

MAIN RESPONSIBILITIES & DUTIES:

- 1) Collaborates with Site Administrator and Nursing Supervisor in:
 - a. Maintaining patient flow in clinic to a level that supports agency productivity standards and goals
 - b. Communicating with appropriate personnel as necessary, to review, revise and evaluate inner-clinic processes to promote efficiency
 - c. Providing in-service training to nursing staff as needed regarding procedures, forms, etc.
 - d. Assisting Nursing Supervisor to maintain accurate records for all meetings (including sign-in sheet) and storing in a place accessible to all staff
 - e. Maintaining record of in-services, and special training
 - f. Planning and implementing emergency code and fire drills per agency protocols, when assigned
- 2) Maintains and supervises nursing staff that support the provider staff and develops the nursing personnel staff schedule when Nursing Supervisor is not available, but 50% of the time is spent working the floor
 - a. Assist Nursing Supervisor with interviewing, hiring and orienting newly hired nursing staff. Five to ten working days of orientation will be provided. Orientation will include those items on the Nursing Orientation Checklists
 - b. Assists in orienting new provider staff. Orientation will include:
 - (1) Referral process
 - (2) Immunization process

- (3) Physical orientation of clinic
 - (4) Pharmacy refill procedure
 - (5) Other as needed
- c. Assist in the evaluation of the nursing staff according to personnel policies, when Nursing Supervisor is not available
- d. Reviews and approves or disapproves requests for vacation or continuing education of nursing staff, when Nursing Supervisor is not available
- 3) Assist with maintaining inventory and supplies for Nursing station
 - a. Assists with maintaining an adequate inventory of supplies and equipment
 - b. Assists with maintaining an adequate inventory of pharmaceuticals available for patient use consistent with agency "Medication Control Protocol"
 - c. Assures that purchasing policies and procedures are followed
 - d. Assists with the maintenance and calibration of clinical equipment per agency protocol and up-keep of all required records and logs
 - e. Assists with accurate completion of vaccine inventories, supplies, orders and reports
 - f. Implements and enforces universal infection control per Clinical Policy and Procedures
- 4) Participates actively in all Continuous Quality Improvement (CQI) and Quality Care activities
- 5) Exhibits flexibility and willingness to perform duties and tasks as a provider support nurse, and work at other Ampla Health sites as needed
- 6) Resolves conflicts timely and professionally, seeking consensual solutions
- 7) Utilizes verbal and written communication that enhances team effort and growth
- 8) Demonstrates clear knowledge of clinic structure, standards, procedures, and protocols including Patient Centered Medical Home (PCMH) and Meaningful Use (MU)
- 9) Interprets PPD skin test results and documents in EHR
- 10) Performs other duties as assigned by Nursing 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 LVN License issued by the Board of Vocational Nurses required
- 2) Current CPR certification required
- 3) Effective communication skills. Adept at dealing with people in person or in telephone contacts
- 4) Neatness and accuracy in performing tasks

- 5) Ability to use discretion in situations dealing with confidential patient information
- 6) Effective time management skills
- 7) Familiarity with primary care outpatient clinic procedures (desirable)
- 8) One year acute care experience (desirable)
- 9) One year experience desired in a supervisory role
- 10) Demonstrate clear knowledge of Ampla Health’s clinic structure, standards, procedures and protocols

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 high manual dexterity and tactile sensation on fingertips
- 6) Routinely exposed to blood borne pathogens
- 7) May be subjected to verbally and/or physically abusive patients
- 8) Must have vision which is adequate to read memos, computer screens, registration forms and other clinic documents
- 9) 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
- 10) This position has exposure to Aerosol Transmitted Diseases (ATD) and Blood Borne Pathogens (BBP)

EMPLOYEE NAME(PRINT)

EMPLOYEE SIGNATURE

DATE