



## **JOB ANNOUNCEMENT**

**September 15, 2017**

# **ANTHONY L. JORDAN HEALTH CENTER JOB DESCRIPTION**

**JOB TITLE:** LPN-Practice Transformation

**DEPARTMENT:** Nursing – Woodward

**REPORTS TO:** Practice Manager- Woodward

**FLSA (TBD by HR):** Non-Exempt

**JOB PURPOSE:** The primary role of the Licensed Practical Nurse (LPN) is to work as a member of the primary health care team in a supportive capacity to the Physician and Nurse Practitioner.

### **MAJOR RESPONSIBILITIES (Essential functions):**

Huddle Prep : documenting in the chief complaint of the EMR, reason for last visit, plan from the last visit, review treat section of the EMR and summarize what happened, pull in all pertinent Labs and Diagnostic Imaging, review the Preventive Measures (CDSS) and address accordingly.

Huddle – LPN leads huddle, LPN reports what is needed for patient base on his or her notes, each patient to be discussed in sequence, and discussion should stay on track do not go off on non-patient tangents.

Agenda Setting – LPN shares screen with patient while collecting data from the patient, ex: creating a list that shall include reason for visit, med reconciliation, allergy verification, vitals, etc.

Debrief Huddle – Team (LPN/Clinician/ and other interdisciplinary team members (SW, RN Care Manager, Behavioral Health, etc), discuss session, how they can work better together, remove any ordered medications for patients who no-showed, rescheduled or cancelled.

Attend and participate in assigned team meeting

Administers medication and performs various procedures, in conjunction with patients visit, as prescribed by the physician or nurse practitioner.

Provide for patient education to clients.

Orders supplies/Restocks exam rooms supplies

Trained to do Team Documentation/Scribe

Respond to Clinician Jelly beans/computer tasks

Keep NYSIIS up to date

Participate in new Nurse Orientation

Attend nursing meetings, center meetings, clinical trainings and center trainings as directed

Notifies manager when equipment is malfunctioning

Must pass Medication Proficiency test.

Must have current Infection Control training.

Other duties as required

- This position requires compliance with the Center's Compliance Program, Standards of Conduct, and its written policies, procedures and protocols (collectively, the "Written Standards"). Such compliance will be an essential element considered as part of the annual performance evaluation criteria. Failure to comply with the Written Standards (which includes the failure to report any conduct or event that potentially violates legal or compliance requirements of the Written Standards) will be met by the enforcement of disciplinary action, up to and including possible termination of employment, in accordance with the Center's Compliance Program Policy and Procedure – Addressing Instances of Non-Compliance Through Appropriate Disciplinary Actions.

1. The job-holder is given:

Instructions	Constantly	Frequently	Infrequently	Seldom
a. Supervision		X		
b. Instructions		X		
c. discretionary authority				X
d. Authority over others				X

2. The working condition of the position is: (for example, outside, a typical office setting, etc).

3. Physical requirements:

ACTIVITY	FREQUENCY			
	Constantly	Frequently	Infrequently	Seldom
Standing		X		
Walking		X		
Sitting			X	
Lifting			X	
Carrying			X	
Pushing			X	
Pulling			X	
Climbing			X	
Balancing		X		
Stooping			X	
Kneeling			X	
Crouching			X	
Crawling			X	
Reaching		X		
Handling		X		
Feeling		X		
Speaking		X		
Hearing		X		
Seeing		X		

Depth Perception			X	
Color Vision	X			
Repetitive Motion	X			
Other?				

4. The mental demands for this position are: (such as, multi tasking, ability to concentrate, balancing competing priorities, alertness, etc)
5. The machines or equipment the jobholder is responsible for operating are: (examples: phone, fax, copier, computer, etc)
6. The jobholder's work is reviewed by:

#### **EDUCATION AND EXPERIENCE REQUIRED:**

Accredited LPN Program

#### **LICENSES AND CERTIFICATIONS:**

Current New York State LPN license and certification to administer medication.

#### **SPECIAL SKILLS, KNOWLEDGE REQUIRED:**

Ability to use the nursing process, as evidenced by physical and psychosocial assessment skill, interviewing techniques, communication and interpersonal skill, problem solving and clinical judgment.

#### **Send Resume To:**

Anthony L. Jordan Health Corporation, Human Resources Department  
214C Lake Avenue, Rochester, New York 14608  
probinson@jordanhealth.org or Fax (585) 423-2853

Jordan Health Center offers equal opportunities to all persons without regard to race, color religion, age, sex, disability, national origin, ancestry, citizenship, military or veteran status, marital status, sexual orientation, domestic violence victim status, predisposing genetic characteristics or genetic information, or any other status protected by law.