



## **JOB DESCRIPTION**

### **Position Title: Licensed Practical Nurse**

### **FSLA: Non- Exempt**

**Position Summary:** Provides professional nursing care for Apicha Community Health Center patients, adhering to established clinical standards and practices. The purpose of this position is to provide nursing care to patients of all ages, gender, cultures, and background; provide physical and psycho-social support to patients and their significant others; welcome and create an inclusive environment for LGBTQ patients; support and guide members of the clinical team. As a member of the health care team, participate in the planning and development of the Nursing Department and work collaboratively with medical providers and all other members of the multidisciplinary team in managing care for a population of patients.

### **Duties and Responsibilities**

1. Perform tasks and responsibilities within the framework of health teaching, health counseling and provision of supportive and restorative care under the direction of a Registered Nurse.
2. Conduct an observation of patients' physical and psychosocial needs including pain, allergies and obtain objective data such as vital signs/weight/etc.
3. Maintain reports of patients' medical histories, monitors and reports changes in their condition and adheres with protocols, rules and regulations to maintain complete medical records.
4. Acknowledge MD/NP orders and administers prescribed medications, immunizations and treatments. Performs lab/diagnostic testing as ordered by providers and reports all critical lab values immediately.
5. Facilitate teamwork at all times, addresses issues and concerns with peers, subordinates and supervisor with a positive problem solving approach.
6. Provide basic education information to patients and family, focusing on self-care appropriate to their age and identified learning considerations and needs.
7. Order and monitor medications, vaccines and monitor refrigerator temperatures
8. Anticipate and oversees preparation of examination rooms with equipment and supplies required for visits. Assists providers with examination and procedures.
9. Maintains hygienic and safe working environment in compliance with healthcare standards and procedures. Utilizes principles of Infection Control in delivery of care.
10. Remains calm, performs effectively and professionally during peak periods of activity and in emergency situations.
11. Assist with population management by identifying patients lacking: preventive health screenings; recommended periodic testing; follow-up appointments (lost to follow-up); treatment or follow-up for actionable test results.
12. In collaboration with Nurse Manager, create and update patient standing orders
13. Checks alarm settings on medical devices and ensures they are audible
14. Act in a professional manner, reflecting the mission of Apicha Community Health Center demonstrating compliance with all policy, procedures and federal/state regulations as outlined in the Employee Handbook.
15. Demonstrate ongoing nurse competency; including cultural competence and special consideration for LGBTQ people across the age continuum.



16. Implement procedures in collaboration with the Nurse Manager to improve the quality of service and maintain patient flow efficiency
17. Performs phlebotomy as clinic policy, utilizing infection control practices and maintaining patient safety
18. Obtain medication prior authorization when applicable
19. Participate in performance improvement activities/nursing committees and supports strategies for improved operations and the provision of excellence in patient care
20. Adhere to patient confidentiality/HIPAA regulations and Apicha corporate compliance policy.
21. Contributes to the professional development of students, staff and colleagues, and evaluate the performance of team members as requested for performance appraisals
22. Collaborates with Nurse Manger to provide seminars and in-house trainings on addressing patient health care concerns, infection prevention and teaching family caregiver's strategies on how to manage their loved ones' conditions.
23. Maintain nursing competence through participation in continued professional education and the appropriate learning experience.

### **Physical Demands**

Requires full range of body motion and eye-hand coordination. Requires standing and walking for extensive periods of time. Occasionally lifts and carries items weighing up to 50 pounds. Requires corrected vision and hearing to normal range. Requires working under stressful conditions or working irregular hours. Requires exposure to communicable disease or body fluids and other conditions common to a community health center environment. Ability to work both independently and cooperatively in a team relationship to meet the objectives of the department.

### **Required Qualifications**

- Must be a graduate of an accredited school of nursing with at least one year of professional nursing experience in a clinic setting.
- Must have a current Licensed Practical Nurse License in New York State.
- Must have the ability to effectively communicate both in writing and orally.
- Computer literate.

*Apicha CHC is an equal opportunity employer. We do not discriminate on the basis of age, race, creed, religion, national origin, gender, disability, marital status, and affectional or sexual orientation.*

**Competitive Salary and Excellent Benefits. To Apply:** Please send resume with cover letter stating salary requirement and three references by e-mail to [sjackson@apicha.org](mailto:sjackson@apicha.org).

No phone calls please. Position is open until filled.