

Licensed Practical Nurse (LPN)

Apply at pureviewhealthcenter.org

Salary Range:\$20.09 To 23.64 Hourly

General Statement

Under direction of the PureView Clinical Nursing Supervisor, this position provides direct patient care and health care provider support.

Duties and Responsibilities

- Provides direct patient care and health care provider support
- Assists clinic providers and team members with diagnostic and/or therapeutic procedures
- Administers medications, vaccines and prescribed treatments
- Conducts initial health interviews
- Prepares patients for examination
- Prepares and cleans equipment, exam rooms and treatment rooms
- Administers first aid
- Performs routine laboratory procedures including venipuncture and CLIA waived tests
- Maintains clinical and patient records
- Monitors supplies and medications
- Provides patient and family health counseling and education
- Creates referrals and lab/diagnostic orders as prescribed by health care provider
- Schedules external diagnostics and procedures
- Responds to inquiries from patients, pharmacies and providers
- Provides health counseling and education materials regarding preventive health and lifestyle modifications
- Participates in clinic quality improvement activities and projects
- May perform receptionist and clerical duties
- Performs other duties as assigned
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Required Qualifications – Experience & Education

The above knowledge, skills, and abilities are typically acquired through:

- Completion of an accredited nursing program
- One (1) year medical office or hospital experience
- Current licensed practical nurse licensure in Montana and BLS certification required
- Community health center clinic experience preferred

Knowledge Skills & Abilities

- Knowledge of Montana Code Annotated and County regulations
- PureView Health Center policies, procedures and functions
- Principles and practices of public health, family practice and behavioral health clinic nursing
- Applicable public health statutes and ordinances
- Measures, techniques, prevention and reporting of communicable diseases

- Patient education and support techniques
- Medical terminology
- Professional ethics, standards, practices and responsibilities
- HIPAA and records confidentiality requirements
- Infection control measures and practices
- Electronic health records
- Access and maintain medical records according to prescribed clinic standards
- Use common office machines
- Understand and follow provider instructions
- Operate computers and related software, including word processing and spreadsheet programs
- Communicate effectively orally and in writing
- Provide patient care according to prescribed standards
- Use medical instruments and equipment according to prescribed standards
- Establish effective working relationships with fellow employees, providers, supervisors, patients and community members
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Special Requirements

- Must be Licensed as an LPN in the State of Montana
- Must have current BLS certification
- Some travel may be required
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Physical Demands

Duties are generally performed in a clinic setting where hazards and discomforts are controlled and modifiable. This position requires the ability to bend at the waist, stand, kneel, reach over the head, talk, hear, and see. Must be able to move or lift documents and materials weighing up to 30 pounds; occasionally lifts small children. Position requires knowledge and use of typical office equipment including telephone, personal computer, copy/fax machines. Position requires frequent contact with fellow employees, patients and citizens. Position may require travel to other sites for work assignments, meetings or training.