

Desk/Rooming Nurse (LPN)



JOB TITLE: DESK/ROOMING NURSE (LPN)
REPORTS TO: CHIEF CLINICAL OFFICER JOB
TYPE: NON-EXEMPT (HOURLY)
TYPE STATUS: FULL TIME

I. JOB SUMMARY / OVERVIEW

- Responsible for performing general office nursing. Performs health education with patients. Establish and maintain effective working relationship with supervisor, provider, staff, insurance companies, referral sources, patients, and the public. Ensures timely and accurate charting of medical records. Verifies the accuracy of chart information and ensures compliance with regulations, policies, and procedures.

II. PRIMARY DUTIES

Every effort has been made to include all duties and criteria considered necessary to successfully perform the job. However, the omission of a specific statement of duties does not exclude the duty from the position if the work is similar, related or is a logical assignment of the position.

- Maintains clinical charts with accurate and complete documentation of patient information including laboratory results, medications, and treatment rendered.
- Participates in Prairie Star Health Center immunization program as needed/directed.
- Supports various programs such as Department of Transportation physicals, KAN Be Healthy (KBH) physicals, Farm Workers program and the Early Detection Works (EDW) program.
- Provides general nursing care according to physicians' orders in compliance with recognized nursing techniques and procedures, and following administrative policies and guidelines.
- Escorts patients to exam rooms, performs screening procedures according to guidelines, takes vital signs and readies patient for examination or procedure, assisting with the procedure and/or exams as needed.
- Refer patients, as needed, for physical assessments to dentists, physicians or to other agencies for needed health services.
- Follow up on all patient referrals, as necessary.
- Make appropriate judgments regarding the disposition of patients to ensure smooth patient flow.
- Answer telephone calls, take messages, and give routine information in accordance with established procedures.
- Direct reception staff regarding the management of the immediate needs of patients.
- Cleans and restocks exam rooms and clinic areas as needed.
- Records electrocardiogram tracings when ordered.
- Performs phlebotomies and in-house lab tests as directed.
- Counsels and educates patients, and their family.
- Ensures that results from ordered tests are received and in the charts timely.
- Ensures a note is placed in chart if patient did not have ordered procedure completed, and communicates this finding to the provider.
- Schedules Lab, x-ray and other diagnostic procedures as ordered
- Assists in the inventory and ordering of medical supplies and pharmaceuticals.

Desk/Rooming Nurse (LPN)



- Manages patient questions and concerns via the phone and appropriately documents these via telephone encounter.
- Phones lab results to patients per providers' orders.
- Phones in prescriptions per providers' orders.
- Remains flexible to accommodate the unexpected schedule changes and walk-ins.
- Documents reason for visit, history, presenting facts and care given.
- Prepares and administers injections as ordered by medical providers.
- Dispense sample medications per the providers' orders.
- Ensures that all sample medications are properly logged in and out.
- Maintain stock in exam rooms and other clinical areas.
- Ensures expired medications are removed, destroyed, and logged monthly.
- Participates in checks of the emergency cart monthly to ensure it remains stocked and expired items replaced.
- Ensures controls are performed if laboratory equipment is maintained in the clinical area in which the employee works, or coordinates with laboratory to assure this is completed.
- Assists in training new staff as needed.
- Performs job duties in a manner to maximize clinic efficiency and productivity.
- Responsible for maintenance of general neatness and orderliness of clinic.
- Complies with clinic and departmental policies and procedures.
- Maintain general neatness and orderliness of clinic.

III. EDUCATION / QUALIFICATIONS

- Graduation from an accredited nursing program with a current Kansas LPN/RN license.
- Adherence to all safety and OSHA regulations.
- Maintains knowledge of universal precautions and blood borne pathogens.
- Employee is responsible for obtaining and maintaining all certification requirements relative to the position.
- Employee is responsible for obtaining and maintaining a BLS certification.

IV. EXPERIENCE / KNOWLEDGE / SKILLS

- Organizational skills.
- Computer skills/word processing skills.
- Emergency situations handled calmly and effectively.
- Communicates and listens effectively.
- Composed and courteous demeanor, to effectively communicate, in a positive manner, with a variety of people and attitudes whether by telephone or in person.
- Professional and confidential in approach with all employees and patients
- Carry out directions furnished in written, oral and diagram form.
- Deal with problems involving several variables.
- Knowledge of universal precautions and bloodborne pathogens.
- Ability to manage and prioritize work load.
- Exhibit a sense of ownership in decision-making activities.
- Demonstrate attention to detail.
- Ability to speak, read, write legibly and comprehend instructions in English.

Desk/Rooming Nurse (LPN)



V. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, use hand-to-finger, handle or feel objects, reach with the hands and arms, talk and hear. The employee is required to stand, walk, climb, occasionally balance, stoop and kneel. The employee must lift and/or move 10 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- The employee is frequently exposed to communicable diseases, bodily fluids, toxic substances, medicinal preparations and other conditions common to a clinic environment.

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