



5501 NW 62nd Terrace, Suite 100
Kansas City, MO 64151
(816) 842-1974 - fax
(816) 842-4440 - phone

JOB DESCRIPTION

JOB TITLE: Licensed Practical Nurse

SUPERVISION RECEIVED: Reports to Nurse Manager

SUPERVISION EXERCISED: None

ESSENTIAL DUTIES:

- Accompanies patients to exam rooms and prepares them for the provider visit by collecting history and basic vital signs
- Performs diagnostic procedures such as spirometry, tympanogram, EKG, eye exam, and phlebotomy to assist the provider in determining the correct diagnosis
- Creates or reconciles a list of current medications and drug allergies
- Updates immunization records and administers vaccinations
- Initiates patient care by following approved standing orders based on the symptoms that the patient presents
- Assists physician with minor and complex procedures
- Provides patient education as directed by the provider
- Reviews the plan of care with patient after the provider visit and ensure that patients have all the information/material they need prior to departing (i.e.: medication samples, patient handouts, prescriptions)
- Documents information regarding all relative events that occurred during the patient visit
- Performs patient care follow up calls (i.e.: lab test results, patient question calls)
- Administers IV fluids as ordered by the provider
- Prepares and keeps exam rooms stocked and clean and in accordance with OSHA regulations
- Provides leadership and serve as a resource to Medical Assistants
- Participates in planning, implementing and collecting data for quality improvement initiatives as directed by either the Nurse Manager or Team Leader
- Communicates with front office staff and other ancillary departments to ensure patients are flowing through the clinic in a timely manner
- Attend appropriate meetings and participate in committees as assigned
- Responsible to maintain current license in accordance with state Board of Nursing

EDUCATION/QUALIFICATIONS:

- Graduation from an accredited Licensed Practice Nursing program
- State Licensure as a Licensed Practicing Nurse in good standing
- Current Basic Life Support certificate
- Minimum of 1 year related clinical experience
- Advanced knowledge of medical terminology
- Understanding of patient flow

ENVIRONMENTAL/WORKING CONDITIONS:

- Work is performed in a typical, well-lighted office and exam/procedure room setting
- Work involves frequent contact with staff and patients
- Potential for exposure to blood borne pathogens
- Work involves considerable walking, standing, bending, twisting, and reaching
- May required lifting a maximum of 30 pounds