

# Custom Family Care, LLC

## Job Description

**Job Title:** Licensed Practical Nurse (LPN)

**Reports to:** Physician

**Job Summary:** Assists in the delivery of primary health care and patient care management in a safe, efficient and courteous manner.

### **Job Qualifications**

**Knowledge, Skills, & Abilities** Knowledge of medical practice and care to assist in giving patient care; knowledge of examination, diagnostic, and treatment room procedures; knowledge of medical equipment and instruments to administer patient care; knowledge of common safety hazards and precautions to establish a safe work environment; skill in assisting in a variety of treatments and medications as directed; skill in taking vital signs; skill in maintaining records and recording test results; skill in developing and maintaining department quality assurance; skill in establishing and maintaining effective working relationships with patients, medical staff, and public; ability to maintain quality control standards; ability to react calmly and effectively in emergency situations; ability to interpret, adapt, and apply guidelines and procedures; ability to communicate clearly.

**Education & Training:** Graduate of an accredited school of nursing. Current CPR training, current health certificate.

**Licensure:** Current licensed as a Practical Nurse in good standing with the Alabama Board of Nursing.

**Experience:** Prefer six months to one year experience as a Licensed Practical Nurse in a physician office.

### **Essential Responsibilities: (This list may not include all of the duties assigned)**

1. Performs selected nursing and administrative duties.
2. Prepares patients for examination and treatment.
3. Obtains brief patient complaint and history.
4. Takes and record vital signs.
5. Brings patients to exam rooms.
6. Conducts simple lab (waived CLIA), venipuncture.
7. Prepares exam and treatment rooms with necessary instruments.
8. Gives injections, and applies casts, splints, and dressings.
9. Prepares and maintains supplies and equipment for treatments, including sterilization.
10. Assists physician in preparing for minor surgeries, physicals.
11. Assists with scheduling of tests and treatments.
12. Screens telephone calls for referral to physician.
13. Provides general information on departmental policies and procedures.
14. Orders and maintains clinical and office supplies and equipment.
15. Maintains patient files, records and other information.
16. Participates in professional development activities and maintains professional affiliations.

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### **Essential Responsibilities: (continued)**

17. Maintains patient confidentiality regarding Custom Family Care, its clients and employees.
18. Conducts patient education.
19. Conducts patient telephone assessment, advice, and instruction, if simple.
20. Maintain a cooperative, helpful work environment within the office.
21. Completes all other duties as assigned.

### **Physical Demands:**

**Requires full range of body motion including handling and lifting patients, manual and finger dexterity and eye-hand coordination; involves standing and working; occasionally lifts and carries items weighing up to 100 pounds; requires normal visual acuity and hearing; requires exposure to bodily fluids.**

### **Working Conditions:**

**Frequent exposure to communicable diseases, toxic substances, ionizing radiation, medical preparations, and other conditions common to a clinic environment.**

**I understand that this job description is intended to convey information essential to my understanding the scope of the position; this is not intended to be an exhaustive list of all responsibilities, skills, efforts, duties or working conditions associated with the position. I acknowledge that I have read the complete job description and that I can perform all functions, skills and requirements that are stated herein.**

Print

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_