

## COMMUNITY HEALTH PARTNERS, INC.

*Community Health Partners (CHP) believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor CHP to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.*

Job Title: Licensed Practical Nurse  
Position Status: non-exempt  
Effective Date: 2/2019  
Reviewed By: Nursing Director

**JOB SUMMARY:** Functions as a member of the primary health care team under the general supervision of the Clinic Director and under clinical supervision of the Nursing Director. Provides patient-centered, practical level nursing service focused on implementation of the patient's clinical care plan. Provides care to patients of all ages and ability levels.

### **ESSENTIAL JOB FUNCTIONS:**

1. Works collaboratively as a team member to provide patient care in clinic setting with the primary role of: appraising individual and family needs, collaborating with the practitioner to identify and respond to health and psycho-social needs of patients with respect to the values and preferences of the patient in line with clinic policies and procedures.
2. Respectfully interacts with patients while performing vital sign assessments, histories, screenings, medication reconciliation, education, labs, and procedures per evidenced based guidelines.
3. Administers prescribed treatments or emergency care, performs diagnostic tests, and administers preventive immunizations or treatments under the supervision of the practitioner or a registered nurse.
4. Assists physician and/or mid-level practitioner in preparation of and during exams and procedures.
5. Conducts follow-up and monitoring of care plan in conjunction with care team.
6. Conducts monitoring of practitioners' patient panel according to clinic guidelines.
7. Maintains acceptable methods of charting and record keeping providing for consistent, organized patient care per clinic policies and procedures.
8. Triage patient calls, assessing for treatment needs in collaboration with the practitioner, in a timely manner.
9. Collaborates with team members through huddle to determine and administer treatments for disease management and preventative cares.
10. Communicates with patients using easy to understand (health literate) language.
11. Understands CHP sliding fee scale with respect to how it may impact care options.
12. Understands community partnerships and programs, works collaboratively with CHP team members to enhance patient health education, provide information, arrange

referrals to other practitioners and resources including the Medication Assistance Program (MAP).

13. Actively involved in day-to-day clinic scheduling and patient flow issues.
14. Participates in problem solving and Continuous Quality Improvement (E2) and risk management activities by applying LEAN principles, engaging in Patient Centered Medical Homes and Meaningful Use recognition programs and working to implement patient centered communication skills.
15. Helps to maintain medical equipment and clinical supplies through communication of inventory needs and proper storage.
16. Ability to report to work as scheduled and work a flexible schedule when needed which may include travel to other sites.
17. Maintains current Montana Nursing license.
18. Furthers the mission of CHP through active support of the strategic goals

### **Skills and Attitudes**

1. Experience working with limited resource population.
2. Ability to work with grace under pressure
3. Ability to work in a team and to share responsibilities and duties
4. Ability to resolve interpersonal conflict in a straightforward and timely manner
5. Ability to set priorities, be organized, and be a self-starter
6. Ability to be friendly, empathic, and an adept communicator.
7. Ability to treat both staff and patients with respect.
8. Ability to navigate technology efficiently.
9. Ability to gracefully accept and respond to feedback.

### **Essential Physical Requirements**

|                                      | <b>Occasionally<br/>(1%-33% of day)</b> | <b>Frequently<br/>(34%-66% of day)</b> | <b>Continuously<br/>(67%-100% of day)</b> |
|--------------------------------------|---|--|---|
| Sitting                              |   |  | <b>X</b>                                  |
| Standing                             | <b>X</b>                                |  |   |
| Walking                              | <b>X</b>                                |  |   |
| Speaking/Hearing                     |   |  | <b>X</b>                                  |
| Seeing/Ability to distinguish colors |   |  | <b>X</b>                                  |
| Hand/Wrist Work (ie. Keyboarding)    |   |  | <b>X</b>                                  |
| Pushing/Pulling                      |   | <b>X</b>                               |   |
| Fine Manipulation                    |   | <b>X</b>                               |   |
| Grasping                             |   |  | <b>X</b>                                  |
| Reaching                             |   | <b>X</b>                               |   |
| Bend                                 |   |  | <b>X</b>                                  |
| Kneel                                |   | <b>X</b>                               |   |

|                |   |   |  |
|----------------|---|---|--|
| Squat          |   | X |  |
| Climb          | X |   |  |
| Lift 1-10 lbs  | X |   |  |
| Lift 11-20 lbs | X |   |  |
| Lift 21-50 lbs | X |   |  |

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

**JOB QUALIFICATIONS:**

Education:

Graduate of an accredited school of nursing.  
 Current LPN license in the State of Montana.  
 Current BLS certification.

Experience:

Two years of community health and/or physician’s office experience desirable.  
 Demonstrates competency in professional patient care.

I have read the above job description and have had all my questions answered.

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

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