



## **Loudoun Free Clinic Job Description**

<b>Job Title:</b>	Clinic Staff – Licensed Practical Nurse (LPN)
<b>Department:</b>	Loudoun Free Clinic
<b>Reports to:</b>	Clinic Director
<b>Salary Level:</b>	Hourly
<b>FLSA Status:</b>	Non-Exempt; Eligible for Overtime
<b>Developed:</b>	May 2019
<b>Board Reviewed:</b>	May 2019
<b>Revised:</b>	January 2021

**Summary:** Full time, regular LPN position for the purpose of for providing nursing health care to Loudoun Free Clinic patients during scheduled day and evening clinics.

**Essential duties and responsibilities include the following. Other duties may be assigned.**

### **Essential Functions**

- Brings patients back to exam rooms and prepares patients for provider by obtaining accurate medical history, vital signs, and other necessary clinical information
- Administers medications and injections per provider orders.
- Performs triage through appropriate communication and documentation.
- Assists with office procedures and treatments as defined.
- Prepares specimens to send out to reference labs in accordance with laboratory guideline and insurance plan requirements.
- Reports lab results back to patients. Works with providers to ensure timely receipt and reporting of results.
- Assists providers with discharge instructions and necessary patient follow-up and education. Includes calling in prescriptions in to pharmacies when necessary.
- Assists in management of patient records to include documenting legibly and accurately in the record.
- Prepares rooms for procedures – ensures proper functioning of medical equipment and maintains adequate stock of supplies.
- Ensures exam rooms are cleaned in between patients and at the end of the day.
- Works with front office staff when clinical information is required to coordinate insurance referrals and authorizations.
- Works with clinical leadership and providers to develop and implement clinical policies and procedures in accordance with internal and external regulations and guidelines.
- Assists in the operations of the front desk area as needed such as making appointments, filing, sending recalls, etc.
- Works with other personnel in office to achieve clinic objectives.
- Attends staff meetings on a regular basis.

### **Marginal Functions**

- Performs other administrative and/or clinical duties as assigned to meet the practice goals and objectives.
- Maintains professional growth and development through seminars, workshops, and professional affiliations.

### **Physical Demands**

See attached list. Items marked frequently and constantly are considered essential.

### **Qualifications**

- Graduate of an accredited school of practical or professional nursing.
- Proof of valid Virginia LPN license
- Bilingual in Spanish required.
- CPR/BLS certified or willing to become certified with 30 days of employment.
- Previous experience with EMR systems required.
- Previous experience in physician office setting preferred
- Previous experience in lab procedures preferred
- Valid Driver's License and Transportation.
- Ability to lift 25-40 pounds.

**PHYSICAL DEMANDS WORKSHEET**

**Job Title: Clinic Staff (NP, PA, RN, LPN, CMA, CNA) – Loudoun Free Clinic**

Overall Degree of Strenuousness: S          L          M          H          VH

Factors		N/A	Occasionally	Frequently	Constantly	Comments
Standing				X		
Walking				X		
Sitting			X			
Reclining			X			
Lifting			X			
Carrying			X			
Pushing			X			
Pulling			X			
Climbing			X			
Balancing			X			
Stooping			X			
Kneeling			X			
Crouching			X			
Crawling		X				
Reaching				X		
Handling				X		
Fingering				X		
Feeling				X		
Talking				X		
Hearing				X		
Tasting/Smelling			X			
Near Vision					X	Charting
Midrange Vision				X		
Far Vision				X		
Depth Perception				X		
Visual Accommodation				X		
Color Vision			X			
Field of Vision				X		

Legend: S=Sedentary L=Light M=Medium H=Hard VH=Very Hard

Factors: N.P. =Not Present O=Occasionally F=Frequently C=Constantly