

WELSH MOUNTAIN MEDICAL AND DENTAL CENTER
LICENSED PRACTICAL NURSE POSITION

POSITION REPORTS TO: Medical Director/Clinical Nursing Supervisor

POSITION CLASSIFICATION: Not Wage and Hour Exempt

RESPONSIBILITIES: As designated by the Medical Director/Clinical Nurse Supervisor within the bounds of the licensing authority.

RESPONSIBILITIES OF THE POSITION;

- Record vital signs, patient histories and subjective complaints.
- Prepare patient for examination, explain procedures to patient, and assist the provider with examinations and treatments as indicated.
- Perform lab work as required.
- Perform medical procedures as required.
- Administer medications and explain the dosage and possible side effects of the medication to the patient.
- Provide developmental assessments on infants and children.
- Orient new personnel and students as required.
- Ensure that required data forms are complete and accurate.
- Review patient charts for accurate documentation.
- Collect and maintain data for tracking systems, quality control audits, and special programs as required.
- Perform other duties as required.

POSITION REQUIREMENTS: Must be currently licensed as a Licensed Practical Nurse in Pennsylvania. A valid Pennsylvania Drivers License and proof of auto insurance. Computer literate.

POSITION SUPERVISORY RESPONSIBILITIES: The position does not require supervision of other positions.

AUTHORITY BOUNDARIES: Reports to the Clinical Nurse Supervisor in all medical matters. The Clinical Nurse Supervisor will triage appropriate matters to the Executive Director. Reports to the Executive Director on all other matters.

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 accommodations 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 stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee frequently is required to sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.