



JOB DESCRIPTION

JOB TITLE: LPN (Licensed Practical Nurse)

DIVISION/LOCATION: Pediatric Clinic/Downtown Hilo, Hawaii

STATUS: Part Time and Full-time, Non-Exempt

DATE: November 2016

REPORTS TO: Nursing Supervisor

POSITION SUMMARY:

The LPN functions under the supervision and guidance of the Nursing Supervisor or Physician and participates in the multi-disciplinary process of providing care and treatment to patients and provides clinical support and technical assistance to the professional medical and other staff.

The LPN is responsible for functioning within the scope of practice dictated by the authority of The Hawaii Department of Education. Individual must be able to manage demanding workload with accuracy. Position requires excellent customer service skills with patients, and their families, other staff, physicians, vendors, and the public.

DUTIES AND RESPONSIBILITIES

- Assists physicians with patient office visits: including managing the front desk with phones, scheduling appointments, patient referrals, putting patients in rooms, interviewing patients, recording vital signs including pulse rate, blood pressure, height and weight, and enters information in patient's electronic medical record.
- Performs select clinical tests including, but not limited to; urinalysis, phlebotomy duties, urine culture and sensitivity, pregnancy tests, blood glucose monitoring, etc. Manages and operates equipment safely and correctly.
- Administers, oral or injectable, and documents medication under physician's order and follows the five (5) medication rights and reduces the potential for medical error.
- Assists physicians with office based procedures.
- Observes, records, and reports changes in patients' condition.

- Demonstrates appropriate use of Red Bag Waste.
- Sterilizes, packages, and autoclaves instruments, using proper sterilization protocols.
- Setting up proper equipment for specific office based procedures and office based procedures under anesthesia.
- Labeling and processing patient specimens as needed, including tracking specimens in appropriate logs.
- Organizes exam rooms, including general cleaning, upkeep, and re-stocking of supplies.
- Fields patient telephone calls and responds accordingly.
- Demonstrates appropriate hand washing technique to insure proper infection control and follows universal precautions.
- Performs all aspects of patient care in an environment that optimizes patient safety and reduces the likelihood of medical/health care errors.
- Administer immunizations for influenza, tetanus, childhood immunizations, eye and hearing tests for school physicals.
- Other duties as assigned.

EDUCATION & EXPERIENCE

- Current Hawaii LPN license required.
- Current Infection Control Certificate is required.
- Basic Life Support (BLS) certification is required.

QUALIFICATIONS & REQUIREMENTS

- Ability to assess, plan, implement and evaluate nursing care according to individual needs.
- Must demonstrate an understanding of clinical risk.
- Must demonstrate consistent professional conduct and meticulous attention to detail.
- Must possess excellent verbal and written communication skills as well as excellent interpersonal skills with patients, staff, and other health care professionals.
- Familiarity with EMR systems a plus.
- To apply please submit your resume to adminsupport@sunshinepediatricclinic.com

Sunshine Pediatric Clinic is an Equal Opportunity Employer