

**LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS**

**LVDHC HUMAN RESOURCES**

*P.O. Box 9, N5241 Hwy 45 Watersmeet, MI. 49969*

*Phone: 906-358-4587 Fax: 906-358-4118*



**JOB DESCRIPTION**

**POSITION:** LPN

**LOCATION:** LVD Health Center, Watersmeet, MI

**SUPERVISOR:** Clinic Care Coordinator

**EMPLOYMENT:** Full Time/Part Time – Non-Exempt

**SALARY/PAY RATE:** Based on Experience/ Qualifications

**UPON HIRE:**

- PTO
- Dental
- Vision
- Health Insurance

**DESCRIPTION:**

A licensed practical nurse, or LPN, provides direct nursing care under the supervision of Clinic Care Coordinator. The LPN shall work closely with the provider and is responsible for supporting and assisting in the delivery of comprehensive health care and patient care management.

**RESPONSIBILITIES:**

- Greets patients and prepares them for provider exam. Assists patients with transfers to and from exam tables, procedure tables, and scales utilizing body mechanics and safety measures.
- Collects and records patient information and data. Obtains additional data based on initial data collection.
- Performs chart review prior to clinic visit to obtain historical data.
- Obtains and records height, weight, vital signs, and medical history.
- Reports findings to practitioner.

- Explains treatment procedures to patients.
- Instructs patients in collection of samples and tests, prepares laboratory specimens.
- Prepares equipment and assists provider during treatment, examination, and testing of patients.
- Operates clinical equipment according to equipment procedures.
- Prepares and administers medical and vaccinations as directed.
- Changes dressings on wounds.
- Monitors patient status recognizing and reporting abnormal findings or changes in condition.
- Provides appropriate patient education, health information materials and community resource lists as directed. Identifies patient's need for additional information and communicates to provider.
- Maintains and uses principles of aseptic techniques and infection control when performing clinical duties and tasks.
- Ensures that soiled linens, sharps containers and potentially infectious waste are appropriately disposed and removed from the clinic and exam area according to infection control guidelines.
- Maintains timely and efficient flow of patients during the clinical day, notifies patients of wait time if delayed.
- Notifies patients of diagnostic test results in a timely fashion, as instructed by primary care provider.
- Schedules medical procedures, appointments with specialty providers.
- Obtains prior authorizations as needed.
- Assists with ordering, stocking, and maintaining exam rooms and clinic areas with standard levels of supplies, medications, linens, forms, equipment, etc.
- Cleans/sterilizes medical instruments and equipment per protocols.
- Takes electrocardiogram.
- Assures cleanliness of examination rooms according to OSHA standards.
- Takes accurate telephone messages and provides appropriate follow up.
- Assists with notifying patients of special follow up, reminder letters for tests, injections, etc.
- Assists with scheduling patients appropriately.
- Completes referrals, work/school excuses, etc. as directed by provider.
- Uses E.H.R. continually throughout the day. Monitors and completes tasks in a timely manner.
- Assists provider with medication orders/refills as directed.
- Assists in keeping provider on schedule.
- Performs basic CLIA waived laboratory tests.
- Any other duties as assigned.

### **QUALIFICATIONS:**

- Must have the ability to establish and maintain effective working relationships with patients, employees, and the public.
- Work independently and be able to adjust pace, organize daily activities and scheduled, and accept responsibility for problems as they arise.

- Have the ability to react calmly and effectively in emergency situations.
- Must be able to maintain a calm, courteous manner in an often demanding and stressful environment.
- Current Active Licensed as Licensed Practical Nurse in Michigan.
- One-year medical experience in a physician's office or equivalent combination of training and experience preferred. Will train a highly motivated new graduate.
- Current BCLS certification.
- Previous experience with Electronic Medical Record.
- Demonstrates ability to work effectively within teams and within a dynamic work environment.
- Interest and desire to work within a Native American community.

### **WORKING CONDITIONS/HAZARDS:**

- Fast paced ambulatory clinic environment.
- Potential for daily exposure to blood and bodily fluids, communicable diseases, and chemicals.

### **WORK ENVIRONMENT/PHYSICAL DEMANDS**

- Fast paced with occasional high pressure or emergent situations
- Possible exposure to bodily fluids
- Possible exposure to infectious specimens, communicable diseases, toxic substances, ionizing radiation, medicinal preparations, and other conditions common to a laboratory and medical office environment
- May wear PPE such as gloves or a mask
- Frequent interaction with a diverse population including team members, providers, patients, insurance companies and other members of the public
- Frequent sitting, standing, walking, reaching, grasping, carrying, and speaking
- Occasional bending, stooping, lifting less than 20 pounds
- May need to lift or turn patients who are disabled, with assistance if needed
- Lifting, carrying, pushing, and pulling up to 50 pounds, with assistance if needed
- Frequent use of computer, keyboard, fax and copy machine, and telephone

**Preference will be given to qualified individuals of American Indian descent.**

*This position is considered a sensitive position and is subject to drug and alcohol testing. All offers of employment are conditional based on the applicant submitting to and successfully passing a drug and alcohol screen which includes THC and future random drug testing in accordance with LVDHC's testing procedure.*

*The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.*

**Lac Vieux Desert Health Center Mission Statement:** The Lac Vieux Desert Health Center strives to provide excellence in health care and to inspire a culture of wellness.

**Date Approved by the Tribal Council: July 21, 2014**

**LVD Health Center**

**Human Resources Department**

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SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_