



## **FAMILY HEALTH CENTER OF BOONE COUNTY**

### **JOB DESCRIPTION: LICENSED PRACTICAL NURSE**

**REPORTS TO:** Medical Clinic Manager  
**ALONG WITH:** Other LPN's, Referral Coordinator/Receptionist, Medications Coordinator, Medical Social Worker and Health Information Services  
**SUPERVISES:** None

### **GENERAL DESCRIPTION:**

Responsible for obtaining vital signs, reviewing medications and investigating chief complaints as patients check in for appointments.

### **MINIMUM QUALIFICATIONS:**

- Possesses a current license to practice as a Licensed Practical Nurse.
- Possesses a valid Missouri driver's license.
- Prefer two years experience as a licensed practical nurse.
- Thorough knowledge of practical nursing theory.
- Knowledge of standard practices, rules, and regulations related to licensed practical nursing.
- Knowledge of anatomy and physiology, aseptic technique.
- Ability to communicate both orally and in writing.
- Ability to keep accurate records.
- Ability to deal with a variety of patients, staff, health care providers, and community representatives.
- Ability to walk, bend, kneel and lift 40 lbs. to shoulder level. May require standing for long periods.

### **JOB DUTIES:**

- Correctly assesses patient's vital signs, anthropometric measurements, and charts them accurately.
- Performs certain laboratory tests including urinalysis dipstick, urine pregnancy tests, and hematocrits.
- Obtains samples for lab tests through venipuncture.
- Assists physicians and nurse practitioners with specialized procedures (i.e., Norplant and IUD insertion or removal, biopsies).
- Monitors medical supplies and stock medications, and stock treatment rooms.
- Accurately dispenses and charts medications ordered by physicians and nurse practitioners.
- Triage patient phone calls for minor health problems and refers complicated illness to registered nurse, nurse practitioners, and physicians.
- Accurately performs a variety of testing, including audiometry, vision testing, EKGs, and spirometry.
- Safely operates centrifuges and autoclave.
- Reviews laboratory results and refers all abnormal results to the correct provider.
- Maintains confidentiality of all patient information.

Family Health Center of Boone County

- Administers medications orally or by intramuscular or intradermal injections to patients through the life span.
- Adheres to policies/safety practices established by the Family Health Center.
- Performs other duties as assigned.

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Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

Management Approval Of Job Description: By \_\_\_\_\_ Date \_\_\_\_\_