



Job Description

Licensed Practical Nurse

Basic Function

- The Licensed Practical Nurse performs a wide variety of practice nursing duties
- Serves as the first line of customer service for patients

Reporting Relationship

Reports to the Physician, Nurse Practitioner, and RN's

Supervisory Responsibilities

- MA/Patient Service Representatives

Qualifications

- Must be a high school graduate
- Must have a certificate of completion of training as a Practical Nurse
- Must be Licensed by the Alabama Board of Nursing and must be Certified to practice Nursing in the State of Alabama
- Must be able to perform all clinical nursing tasks under the supervision of an RHMP Physician or Nurse Practitioner
- Must be able to collect accurate patient data.
- Must have good interpersonal and communication skills.
- Must be able to solve problems in an efficient and effective manner
- Must be efficient and effective in the use of Electronic Health Records

Duties and Responsibilities

- Work under the supervision of the physician, Nurse Practitioner, and RN; and within the approved policies and procedures established for the Rural Health Medical Program, Inc
- Provide high quality health care services
- Assist Providers and Professional Nurses in routine health care

- Take vital signs and records
- Collect specimens, analyze or prepare for transport
- Maintain patient and informational confidentiality
- Clean examination rooms after each patient
- Maintain a clean and orderly working environment
- Administer medication under professional supervision
- Prepare patients for examination
- Assist with treatments
- Assist in patient education
- Assist in maintenance of a patient tracking system
- Administer first aid and emergencies
- Maintain patient health records within an EHR system
- Demonstrate professional etiquette at all times, including answering phones, addressing patients, staff, and visitors
- Comply with all RHMPI policies and procedures as outlined in the Employee Handbook and Policy and Procedure Manuals
- Any other duties that may be ask of you that may not be stated here in order to perform your job

Physical Requirements

- While performing the duties of this job, the employee is regularly required to walk, stand, kneel, stoop and lift objects 10 pounds or less.
 - Vision requirements include close, distance, color, peripheral, depth perception, and ability to focus.
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