

Position: LPN I  
Department: Black Hawk Health Center  
Supervisor: Director of Nursing  
Supervises: No one  
FLSA Status: Non-Exempt

**Position Summary:**

The purpose of this position, located at the Black hawk Health Center, a general practice clinic, in Stroud, Oklahoma, is to provide licensed practical nursing services.

**Duties and Responsibilities:**

- Under the supervision of a professional nurse or physician renders nursing care to patients within the clinic.
- Observes and documents symptoms, conditions of patients, vital signs, administers medications prescribed by the physician.
- Prepare treatment trays, instruments and other equipment.
- Assists the physician with treatments and procedures.
- Documents nursing care, medications, nursing diagnosis and etc. on the PCC form
- Assist in maintaining a physical, social and psychological environment, which will be conducive to the best interest and welfare of patients.
- Maintains workrooms, exam rooms and medication closet by restocking supplies and adhering to principals of infection control.
- Collects and bags soiled materials after patient procedures.
- Sterilizes and makes up packs of supplies, instruments and dressings.
- Informs Director of Nursing when outside supplies and medications needs to be ordered from the central warehouse.
- Provides first-aid and CPR when necessary.
- Carries out procedures and treatments as assigned by the physician.
- Serves on committees as assigned.
- Determines the patient load i.e. Walk-ins and the priority of care, informs the RN of critical cases, informs the Health Information manager when the maximum number of Walk-ins has been reached and determine if patients can then be seen on emergency basis.
- Performs other duties as assigned.

**Knowledge, Skills, and Abilities:**

Incumbent must have a working knowledge of infection control, medical procedures, immunization requirements and the ability to administer medication according to the five (5) rules. Must have a working knowledge of autoclaving of instruments and supplies, setting up treatment trays and the ability to assist the physician with treatments and procedures. Must have a working knowledge of nursing care in general and specialty clinics, such as prenatal, well child, postnatal, and diabetic clinics. Incumbent must have knowledge of HIPPA rules and regulations and the Code of Ethics for nursing field.

**Education and Experience:**

Incumbent must have graduated from an accredited School of Licensed Practical Nursing. Must have either passed the Licensed Practical Exam or be in the progress of taking the exam and pass the exam after completion. Incumbent must be CPR certified. Must successfully pass an OSBI/National background check.

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Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_