



**Job Posting**

**Date:** 3/8/2018

**Title:** Licensed Practical Nurse (LPN)

**FLSA:** Full Time - Non-exempt

**Location:** Cassopolis Family Clinic

Cassopolis Family Clinic Network (CFCN) is seeking a Full Time LPN to add to the CFCN team. The LPN evaluates care for specific patient populations using the nursing process of assessment, planning, implementation and evaluation. The LPN will actively participate as a member of the Patient Centered Medical Home Team.

**Principle Duties and Responsibilities:**

- Promotes the mission and philosophy of providing quality healthcare and related services. Upholds and ensures compliance with and attention to all corporate policies and procedures, as well as the mission and values of the organization.
- Ensures all actions, job performance, personal conduct and communications represent the organization in a highly professional manner at all times.
- Promotes and participates in Patient Centered Medical Home activities in order to achieve and maintain level 3 NCQA PCMH recognition.
- Actively participates in nursing care provided to the patients.
- May direct, supervise and evaluate the nursing care provided to the patient.
- Assesses patient at each visit and accurately documents pertinent information.
- Reviews patient medications, updates medication list, and adds prescription information to the medication list.
- Assists with vital signs, interviewing patient and completing health history, documentation in patient record, prepare patient for examination and/or procedures, updating medication profiles.
- Accurately collects, processes and maintains medical record data in collaboration with the health care team to facilitate the availability of ongoing patient information in a timely manner.
- Performs EKG testing according to procedure.
- Performs point of care and quality control checks as needed with appropriate result documentation. Recognizes abnormal results and knows when to notify the RN or physician.
- Maintains the standards of nursing care & implements the policies and procedures of the Clinic accordingly.
- Medication Administration including Oral, Sub Q, IM or IV
- Abstract previous records into the Electronic Health Record (EHR) when necessary.

- Identifies patient/family learning needs and provides education with appropriate materials. Documents education in the progress notes. Is knowledgeable of available community resources.
- Assists with procedures and specimen collection. Reviews lab and other test results and contacts provider when applicable.
- May review no show charts and determines appropriate follow up.
- Responds to patient telephone messages and places it in the chart. Charts prescription refills in the chart or phones prescription into a pharmacy under the direction of the patient's provider and per protocol.
- Maintains a commitment to achievement of quality healthcare services by maintaining patient rights, safety, privacy, confidentiality and the customer relations philosophy.
- Maintains a commitment to growth and development by participation in mandatory annual in-services, certification and educational programs for improvement of self to maintain competency.
- Participates in the economical utilization of supplies, equipment and resources.
- Establishes and maintains open and positive communications with other health team members and other departments.
- Is oriented to and complies with all governmental rules and regulations regarding OSHA, CLIA, Blood borne Pathogens, etc. Complies with all safety rules and precautions recommended by the Medical Director.
- Performs other duties as assigned.

**Knowledge, Skills and Abilities Required:**

Education:

- Graduate of a school of nursing and currently licensed as a Practical Nurse in the State of Michigan. Successful completion of the medication exam.

Experience:

- Completion of 4 to 12 weeks of orientation.

Interpersonal:

- Ability to demonstrate customer focused interpersonal skills in order to interact in an effective manner with patients and their families.
- Ability to collaborate with Clinic staff and providers as well as with other departments.
- Ability to use the nursing process of assessment, planning, implementation and evaluation.
- Ability to organize, prioritize and manage time.

Knowledge:

- Knowledge of organization policies, procedures, systems and objectives.
- Knowledge of governmental regulations and compliance requirements.
- Knowledge of computer systems and applications.

Certificate/License:

- Practical Nurse License
- BLS

**Reporting Relationships:**

- Reports to Patient Care Manager/Clinical Coordinator

**CFCN Benefits**

CFCN offers an attractive compensation and benefit package including paid time off, paid holidays, medical/dental/RX/vision insurance, long and short term disability, Life and Accidental Death & Dismemberment coverage and retirement.

***How to Apply:***

For consideration, please send your resume to Tammy Howard 261 M-62 Cassopolis, MI 49031 or email to [thoward@cassfamilyclinic.org](mailto:thoward@cassfamilyclinic.org).