

Job Title	LPN Staff Nurse
Annual Salary	Commensurate with qualifications and experience.
Reports To	Chief Clinical Officer
Travel Requirements	Travel on and off the Island when meetings/trainings require travel
Type of Position	Regular full or part time
Overview	This position is responsible for providing direct and indirect professional nursing care for clinic patients following established standards and practices. Assists nurse practitioners (NPs) and other care team members in providing patient care, using top of license skills. Implicit in the spirit of this job description is an expectation that the LPN will work in a highly professional and collaborative manner with medical colleagues and all other staff members in caring for the Center's patients.
Minimum Skills, Experience, and Educational Requirements	<ul style="list-style-type: none"> ● Active LPN license in the Commonwealth of Massachusetts ● Minimum of two years of nursing experience preferred. ● Current BLS certification ● Fluency in Brazilian Portuguese is desirable <p>Must be a team oriented individual with strong written and verbal communication skills.</p>
Responsibilities	
<p>LPN Duties</p> <ul style="list-style-type: none"> ○ Interviews patients, measures vital signs, such as pulse rate, temperature, blood pressure, weight, and height, and documents information on patient records. ○ Prepares examining rooms for examination of patients. ○ Positions instruments and equipment ○ Prepares equipment and assists in procedures as necessary ○ Prints and gives lab requisitions to patient or transmit to lab ○ Performs and documents lab test performed in office ○ Collect and/or processes specimens to send to external lab ○ Conducts clinic services (EKG, Pulse Oximetry, vision screen) ○ Tracks and follows up on labs and imaging results ○ Notify patients of lab and diagnostic tests results ● Provides general nursing care to patients, including administering prescribed medications, vaccinations, and treatments in accordance with nursing standards. ● Prepares equipment and aids nurse practitioners during treatment, examination, and testing of patients. ● Observes, records and reports patient's condition and reaction to drugs and treatments to nurse practitioners ● Instructs patients in collection of samples and tests. ● Participates in the vaccine management program ● Conducts independent Nursing Visits as appropriate per Health Center guidelines ● Identifies and works with community/regional/other resources to promote optimal patient care ● Participates in community health grant-funded projects and programs as appropriate ● Attends clinical and staff meetings ● Participates in Quality Improvement Initiatives, process improvements, and other duties as requested by Management 	
<ul style="list-style-type: none"> ■ Patient Centered Medical Home <ul style="list-style-type: none"> ○ Member of PCMH teamlet, Care Team Member, participates in patient huddles ○ Maintains communication with the provider on changes in the patient's status ○ Support-person for the patient ○ Patient educator and encourager ○ Collaborate with patient to set self-management goals/create action plans/assess barriers to reaching 	

- goals
 - Connect to clinic and community
 - Support and encourage positive changes
 - Provide patient education and skill building materials
- Punctuality
 - The expectation is also for the medical assistant/health coach to be punctual for all clinical sessions and scheduled meetings
- Cultural Diversity and Inclusion
 - Works with staff and clients to bridge cultural and linguistic gaps;
- Quality Improvement
 - Open to suggestions from all staff that may result in improvements to processes or outcomes and will embrace continuous improvement
 - In collaboration with Chief Quality Officer and Chief Clinical Officer, assists and takes direction on various chronic disease management projects from.
- Confidentiality
 - Strictly maintains client confidentiality, models HIPAA-compliant behavior
- **Work Environment Requirements**
 - Physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to meet travel requirements using various modes of private and commercial transportation; and to verbally communicate to exchange information.
 - Employee must be able to exert up to 50 lbs of force occasionally and to lift 25 lbs.
 - Work may be stressful at times due to work load, interruptions, emergency situations and patient need.
 - Work may be performed in a combination of office, clinic, and telehealth with regular evening and weekend work.
 - Employee may have exposure to communicable diseases, medicinal preparations, and other conditions common to a clinic environment.
