

M A R Q U E T T E   G E N E R A L   H O S P I T A L

JOB DESCRIPTION

POSITION: Clinic LPN DEPARTMENT: Clinic Admin. (8060)

SUPERVISED BY: Clinic Mgr./Practice Manager SUPERVISES: None

EFFECTIVE DATE: September 15, 1993 JCC: 840  
REVIEW DATE: 7/95; 12/95; 1/97; 1/99; 11/00 REVISED DATE: 2/95; 7/95; 12/95  
1/97; 1/99; 11/00

PREPARED BY: Clinic Operations Committee TITLE: \_\_\_\_\_

RECOMMENDED BY: Dennis Boe, R.N. TITLE: Prog Dev Dir Clinic

APPROVED BY: Al Hendra TITLE: Asst. Admin./Hum. Res.

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**POSITION SUMMARY:**

Provides nursing support services under supervision, for assigned patients in an outpatient clinic, according to established standards and practices.

**POSITION ACCOUNTABILITIES/COMPETENCIES\*\*:**

- |                          |                          | Does  |                                                                                                                                                                                                                                                                                                        |
|--------------------------|--------------------------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Meets                    | Not                      | Meet* |                                                                                                                                                                                                                                                                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> |       | 1. Maintains established hospital and departmental policies and procedures, objectives, performance improvement program, safety, environment of care, management of information, and infection control standards. (1,5)                                                                                |
| <input type="checkbox"/> | <input type="checkbox"/> |       | 2. Utilizes excellent customer service skills at all times. (1,5)                                                                                                                                                                                                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> |       | 3. Complies with federal and state law and accrediting and licensing agencies at all times, to include but not limited to, JCAHO and federal compliance regulations. (1,5)                                                                                                                             |
| <input type="checkbox"/> | <input type="checkbox"/> |       | 4. Collects and documents patient intake data. (1,3,5)                                                                                                                                                                                                                                                 |
| <input type="checkbox"/> | <input type="checkbox"/> |       | 5. Provides patient support, based on developmental level, that reflects considerations for emotional, physical, social, cultural, religious and economic influences. (1,3,5,8)                                                                                                                        |
| <input type="checkbox"/> | <input type="checkbox"/> |       | 6. Maintains accurate and complete patient records. (1,3,5)                                                                                                                                                                                                                                            |
| <input type="checkbox"/> | <input type="checkbox"/> |       | 7. Initiates, suggests or follows-up on appropriate referrals. (3)                                                                                                                                                                                                                                     |
| <input type="checkbox"/> | <input type="checkbox"/> |       | 8. Maintains appropriate, safe and therapeutic environment per clinic policy. Performs safe emergency techniques according to hospital/department policies/procedures and is able to identify proper maintenance, special applications and troubleshooting of emergency/life saving equipment. (1,5,8) |
| <input type="checkbox"/> | <input type="checkbox"/> |       | 9. Performs patient interactions that demonstrate accountability.                                                                                                                                                                                                                                      |

- 10. Assists with routine clinic support activities. (1,3)
- 11. Uses equipment required for implementing patient support consistent with operating instructions and safety regulations. (3)
- 12. Assumes responsibility for personal and vocational growth and development.
- 13. Actively promotes and participates in the process of change within the department and hospital. (3)
- 14. Has knowledge of and supports clinic policies and procedures and hospital policies, procedures and standards.
- 15. Performs other related duties as assigned or requested.

\*Comment or data needed to support this.

\*\*Those activities that employees are required to and able to perform independently following procedure and/or criteria.

**POSITION QUALIFICATIONS:**

**Minimum Education:**

- Post high school vocational/specialized training

**Required Course(s)/Training:**

- Certification from a recognized LPN, LVN program

**Required Registration:**

- Current or temporary Michigan LPN license
- CPR certification
- Successful completion of written and clinical test for medications

**Physical Demands:**

- Heavy physical effort (lift/carry up to 50 lbs)

**Physical Demands (cont.)**

- Occasional extremely heavy physical effort (lift/carry 50 lbs or more)
- Prolonged, extensive, or considerable standing/walking
- Lifts, positions, pushes and/or transfers patients/ equipment
- Considerable reaching, stooping, bending, kneeling and crouching

**Working Conditions:**

- Regularly exposed to the risk of bloodborne diseases
- May be exposed to infections and contagious diseases

- Exposed to housekeeping/cleaning agents/chemicals
- Exposed to hazards from electrical/mechanical/power equipment
- May be exposed to biohazardous, radioactive substances
- May be exposed to/occasionally exposed to patient or unit elements
- Contact with patients under wide variety of circumstances
- Subject to varying and unpredictable situations
- Subject to many interruptions
- Handles emergency or crisis situations
- May perform emergency care
- Occasionally subjected to long, irregular hours
- Requires judgment/action which could result in death of patient
- Exposed to dangers of assaults/hazards from investigating alarms.
- Occasional pressure due to multiple calls and inquiries

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(1) The performance of this function is the reason that the job exists and is a critical activity.  
(2) There are limited employees among whom the performance of this function can be distributed.  
(3) This function occupies a great deal of the employee's time.  
(4) This function is highly specialized. Employees are hired for the skill/ability to perform this.  
(5) Failure to perform this function may have serious consequences.  
(6) The function was performed by past employees, and is performed by current employees.  
(8) Exposure to bloodborne pathogens that requires use of personal protective equipment.