

M A R Q U E T T E   G E N E R A L   H E A L T H   S Y S T E M S

JOB DESCRIPTION

POSITION: Sr. Clinic LPN DEPARTMENT: Clinic Admin. (8060)  
Family Care (7710) UP Internal Med.(7785)

SUPERVISED BY: Practice Mng/Office Mng SUPERVISES: Clinic Staff

EFFECTIVE DATE: July 17, 1998 JCC: 170

REVIEW DATE: 1/03; 8/05 REVISED DATE: 1/03; 8/05

PREPARED BY: Dennis Boe TITLE: Dir, Program Development

RECOMMENDED BY: Dennis Boe *DB* TITLE: Dir, Program Development

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

**POSITION SUMMARY:** Provides nursing support services for assigned patients in an outpatient clinic, according to established standards and practices. Supervises the clinic staff and assists with the coordination of the daily functions of the clinic.

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

- | Meets                    | Does<br>Not<br>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. Selects, trains/orients, and assigns department staff (as delegated by Director). Develops standards of performance, evaluates performance, and initiates or makes recommendations for personnel actions. (1,2,3,5)  |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Assists with the development of department goals and objectives, establishment and implementation of policies and procedures for department operations. (1,2,5)                                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Assists with the development of department operating budget and ensuring that department operates within budget. (2,5)                                                                                               |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Assists with the preparation and maintenance of department reports. Prepares periodic reports for senior management, as delegated by the director. (5)                                                               |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Assists with the development and implementation of the performance improvement program for clinic. (5)                                                                                                               |

- 7. Assures compliance with federal and state law and accrediting and licensing agencies as appropriate to department. (1,5)
- 8. Integrates departmental services with the organization's primary functions and coordinates with other department/services in a manner which fosters a collaborative environment for teamwork within the department and with other departments/services.
- 9. Ensures and role models the delivery of excellent customer service. (5)
- 10. Coordinates nursing staff to facilitate accessibility and continuity of care. (1,2,3,5)
- 11. Coordinates requests of physicians and office staff in regard to patient activities and needs. (1,2,3,5)
- 12. Provides patient support and assures the provision of emotions and physical care of patients of all ages, including: promoting positive relationships between patients, staff, families and visitors; assessment of the effects of cultural, social, economic, and religious influence of patients. (1,3,5)
- 13. Collects and documents patient intake data. (1,3,5)
- 14. Maintains accurate and complete patient records. (1,3,5)
- 15. Maintains responsibility for department inventory of medical supplies. (1,2,3,5)
- 16. Initiates, suggests or follow-up on appropriate referrals. (3)
- 17. Assists with routine clinic support activities. (1,3)
- 18. 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)
- 19. Enhances professional and development through participation in educational programs, current literature, inservice meetings, and workshops.
- 20. Performs other related duties 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

**Minimum Experience:**

- 6-7 yrs clinical experience

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

- Program for Licensed Practical Nursing

**Required Registration:**

- Current Michigan LPN license
- CPR certification

**Physical Demands:**

- Prolonged, extensive, or considerable standing/walking
- Assists with lifting and moving patients
- Lifts supplies/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
- 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
- Travel may be required
- Occasional pressure due to multiple calls and inquiries

- (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.
- (8) Exposure to bloodborne pathogens that requires use of personal protective equipment.

The above statements are intended to describe the nature and level of work being performed. They are not construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. 8060\_170.doc