

**CENTRAL MONTANA MEDICAL CENTER
POSITION DESCRIPTION**

Position Title	Licensed Practical Nurse	Grade	
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Department	Physician Office	Exempt	
Immediate Supervisor	CLINIC MANAGER	Non-exempt	X
Supervisor next in line	CFO	Workweek	40

POSITION SUMMARY

Responsible for providing integrated, holistic, professional nursing services to patient in coordination with other health care team members. Provides for safe, efficient and caring nursing services that focus on priority health needs of the individual. Provides nursing care that utilizes education and active participation with the patient and family to enable them to attain and maintain optimum health. Practices professional nursing that meets and exceeds standards outlined by Montana's state and the national Nurse Practice Acts.

Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and:

- Actions and communications that contribute to a team concept and create a **positive** environment for **all** customers
- Acceptable performance of essential and all job duties
- Acceptable attendance record
- Accountability for safety to self, patients, visitors and all customers, and care of equipment and building
- Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct
- Accountability for the consequences of own actions
- Physical and emotional ability to perform essential functions
- Acceptable background investigation results if required for position

Minimum Education, Experience, Licensure, Certification required:

1. Licensed Practical Nursing Degree is minimum educational requirement.
2. Graduate of an accredited Nursing Program.
3. Licensed to practice in the State of Montana.
4. Sufficient prior clinical experience and expertise to satisfy the demands of the recruiting nursing area.
5. Cardiopulmonary Resuscitation (CPR) trained to a HealthCare Provider level.

ESSENTIAL FUNCTIONS/DUTIES:
(Must be able to perform with or without accommodation)

- 1 Adherence to safety, environmental and infection control standards.
- 2 Maintains sufficient knowledge of the appropriate areas of nursing.
- 3 Cooperates with other personnel to achieve department objectives and maintain good employee relations interdepartmental objectives, and infection control policies.
- 4 Performs necessary nursing functions to assure organized and efficient delivery of care to patients.
- 5 Provides direct patient care, evaluates outcomes, and adjusts nursing care processes as indicated to ensure optimal patient care.
- 6 Prepares patients for scheduled and stat procedures providing education to the patient and the family when indicated.
- 7 Monitors patient conditions and makes a complete and accurate report to other professional services as required and advised.
- 8 Demonstrates sensitivity to patient's comfort and privacy and expresses interest in their progress.
- 9 Is adherent with CMMC's policy on strict patient confidentiality guidelines and meticulously adheres to them in dealings with staff, family and community.
- 10 Assists physicians with examinations, procedures, and other processes related to direct patient care.
- 11 Maintains a safe, comfortable and therapeutic environment for patient and families in accordance with hospital mission standards.
- 12 Provides accurate and representative written documentation on patient medical records. Maintains all required reports, records, statistics, quality assurance and continuous quality improvement data.
- 13 Ensures an adequate stock of supplies and proper functioning of equipment.
Prepares instruments for sterilization and pull case history for surgery.

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| 14 | Inspects area daily and as needed for compliance with policies, procedures, regulations, and standards and takes corrective action when violations or inadequacies are noted. |
| 15 | Enhances professional growth and development through participation in educational programs, current literature, in-service meetings and workshops. Must have a minimum of 12 hours of continuing education in specific to nursing per year. |
| 16 | Performs basic nursing procedures including thermal applications, non-sterile soaks, applications of simple dressings, perennial care, and urine tests. |
| 17 | Functions as an Office Nurse
a. Keeps the office flowing.
b. Assists with procedures in the office.
c. Maintains supplies and performs sterilization.
d. Appointment scheduling for the Scope and Operating room cases.
e. Performs patient education.
f. Performs patient follow up calls.
g. Documents patient care in Inpatient, Out patient, and office contexts consistent with professionally recognized standards of care. |
| 19 | Performs other duties as assigned or requested |

Knowledge, Skills, Abilities:

1. Must have and maintain a functional grasp of nursing theory; the pathophysiology of disease states; pharmacology at a nursing level; and inter-personal skills necessary to care holistically for the patient.
2. Good organizational and communication skills. Must be able to perform math functions, give and receive oral and written direction and prioritize workload.
3. Technical skills to perform computer data entry are preferred. Must be able to operate equipment necessary to perform nursing responsibilities.

OCCUPATIONAL EXPOSURE for this position:

X	Category I	Direct contact with blood or other bodily fluid to which universal precautions apply
	Category II	Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency
	Category III	Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids

OTHER EXPOSURE for this position:

X	Radiation	
X	Noise	
X	Other (Specify)	Contact with agitated and/or combative patients/family members.

PHYSICAL DEMANDS:

(Essential functions strength rating for position - see Job Analysis)

	Sedentary	Exert up to 10# occasionally or negligible force frequently
	Light	Exert up to 20# occasionally, < 10# frequently or negligible force constantly
X	Medium	Exert up to 50# occasionally, up to 25# or up to 10# constantly
	Heavy	Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly
	Very Heavy	Exert > 100# occasionally, > 50# frequently or > 20# constantly

I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.

Employee's Signature	Supervisor's Signature	Date