



|                   |                               |                    |               |
|-------------------|-------------------------------|--------------------|---------------|
| <b>Job Title</b>  | Licensed Practical Nurse      | <b>Job Code</b>    | HS0115        |
| <b>Pay Plan</b>   | USPS                          | <b>Pay Grade</b>   | 15            |
| <b>Union</b>      | Non-Union                     | <b>FLSA Status</b> | Non-Exempt    |
| <b>Job Family</b> | Health Services/Clinical Care | <b>Union Code</b>  | 0             |
|                   |                               | <b>Sub Family</b>  | Clinical Care |

**Job Family & Sub Family Summary**

**Health Services Professionals** provides services related to the diagnosis and treatment of patients and medical support functions.

**Clinical Care Professionals** provide delivery of patient health care by determining the correct diagnosis and/or providing the necessary treatment.

**Job Summary**

Assists medical providers with physical exams, procedures and treatments and provides follow up care instructions to patients.

**Representative Duties**

**1. Provider Assistant Duties**

- Makes initial nursing assessments, performs diagnostic tests, and administers prescribed medications
- Administers medications and vaccinations
- Cleans and stocks exam rooms between between multi patient use
- Observes OSHA Bloodborne Pathogen Standards and Universal procedures
- Assists staffing in other nursing areas (specialties)

**2. Follow- Up Care**

- Ensures appropriate follow-up care, documents instructions, and provides patient copies
- Counsels patients in self-care, prevention, and treatment
- Adheres to HIPPA (Health Information Privacy Protection Act) guidelines and education
- Provides health care education and injection therapies

**3. Training**

- Attends staff meetings, participates in in-service offerings and continuing education

| <b>Education, Experience, Skill Requirements</b> |                                   |                  |
|--|-----------------------------------|------------------|
|  | <b>Required</b>                   | <b>Preferred</b> |
| <b>Education Level</b>                           | High School Diploma or Equivalent |                  |
| <b>Certification(s)</b>                          | CPR/AED Certification             |                  |
| <b>Licensure(s)</b>                              | Licensed Practical Nurse          |                  |
| <b>Work Experience</b>                           |                                   |                  |
| 0+ years of relevant work experience             |                                   |                  |
| <b>Additional Requirements</b>                   |                                   |                  |
|  |                                   |                  |

| <b>Physical/Environmental Demands</b>                                   |
|---|
| Outside of a standard office environment with specific physical demands |

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications needed of the job.