



Junction City Medical
361 Grant Avenue
Junction City, KS 66441
Ph: 785.238.4711
Fax: 785.238.4260

Junction City Dental
361 Grant Avenue
Junction City, KS 66441
Ph: 785.238.1829
Fax: 785.238.1904

Manhattan Medical
2030 Tecumseh Rd.
Manhattan, KS, 66502
Ph: 785.320.7134
Fax: 785.320.2498

Manhattan Dental
2030 Tecumseh Rd.
Manhattan, KS, 66502
Ph: 785.320.7134
Fax: 785.320.7509

JOB DESCRIPTION

DEPARTMENT: Medical

REPORTS TO: Clinical Nurse

POSITION: Licensed Practical Nurse (LPN) SUPERVISORY RESPONSIBILITIES: None

JOB SUMMARY:

Assist Providers with patient care and follow-up, providing direct and indirect patient care in a clinical setting. Duties include, but not limited to, interviewing patients, obtaining vital signs, preparing patients and assisting Providers with patient exams and/or treatment, continuing responsibilities including charting and clerical work as necessary; oversee phone prescriptions and refills to pharmacies. Additionally, the LPN will perform triage with patient phone calls to identify emergent and non-emergent situations. LPN's will have the opportunity to perform injections under the direction of the Provider and supervising Registered Nurse.

Adheres to KPCHC standards of conduct and practices the core values of service to underprivileged/underserved population with reverence, integrity, wisdom, creativity and dedication. Represent KPCHC accurately and honestly. Act with integrity and in the best interest of KPCHC.

SPECIFIC RESPONSIBILITIES:

- Collection of selected data about the health status of the patient.
- Participate in the development of the plan of care with other team members and safely implements that plan.
- Communicate in an attentive and individualized manner in every encounter.
- Verifies the patients understanding of the purpose of visit.
- Provide instruction/teaching to the patient according to the educational plan.
- Document care provided or procedures performed accurately in patients records.
- Provide each patient care in a safe, comfortable and private environment.
- Provide preventative care information that matches patient age, sex and health status.
- All correspondence, including electronic, phone and voicemail, is to be answered, addressed and documented in a timely fashion, preferably by end of business day.
- Checks equipment daily to assure quality functioning.
- Reviews and documents patient medications, updates MAR as needed.
- Complete specific competency skills checklist required for job role.
- Ensures patients are brought to exam room upon their arrival to clinic
- Administer direct hands on patient care under the supervision/direction of supervising provider.
- Obtains complete set of vital signs including a pain score, chief complaint at each visit. Document in EMR as appropriate.
- Ensure patient flow is timely and accurate throughout the clinic;
- Inventory of all clinic supplies kept at acceptable levels.
- Assists with disinfecting chairs/exam rooms between patients and at close of business.
- Direct/escorts patients to ancillary departments and checkout
- Communicate any potential discrepancies to provider/supervising RN.
- HIPAA Competency-Protect patient's privacy by ensuring patient charts or items with patient data with protected health information (PHI) are not left unattended or EMR left opened.

ADDITIONAL RESPONSIBILITIES:

- Demonstrate responsibility and accountability for professional practice, continued growth and self-evaluation.
- Adhere to employer work practices.
- Document work processes as required
- Maintain professional appearance and personal conduct at all times.
- Communicate in a professional manner with all staff;
- Adhere to all policies and procedures including office and state protocols.
- Effectively cope with typical job stress.
- Perform other duties as assigned.

QUALIFICATIONS:

- Education/Certification/Licensure:
 - a. Current, unencumbered State of Kansas LPN licensure.
 - b. CPR certification for Health Care Providers.
 - c. Current vaccination record meeting ACIP Healthcare Workers Recommendations.
- Experience: 6-12 months of professional nursing experience in a clinical setting preferred.
- Skills:
 - a. Ability to administer a variety of treatments and medications as directed.
 - b. Strong organizational and interpersonal skills.
 - c. Ability to use various types of equipment for examination and treatment procedures.
 - d. Ability to take vital signs.
 - e. Ability to maintain quality control standards.
 - f. Ability to identify problems and recommend solutions.
- Other Requirements:
 - a. Knowledge of the principles and skills needed for practical nursing to provide patient care and treatment.
 - b. Knowledge of examination, diagnostic, and treatment room procedures.
 - c. Knowledge of medications and their effects on patients.
 - d. Knowledge of common safety hazards and precautions to establish a safe work environment.
 - e. Ability to react calmly and effectively in busy or emergency situations.
 - f. Ability to interpret, adapt and apply guidelines and procedure.
 - g. Ability to communicate effectively in the English language in person, by phone and in writing.
 - h. Requires adherence to all policies and procedures, including but not limited to standards for safety, attendance, punctuality and personal appearance.
 - i. Ability to establish and maintain effective working relationships with physicians, management and peers.
 - j. Must have the ability to travel among assigned office locations.

ENVIRONMENTAL WORKING CONDITIONS:

Usual working environment found in outpatient primary care office setting. Occasional pressure due to multiple phone calls and patient scheduling. Exposure to blood products, body fluids, cleaning solutions, and medications.

PHYSICAL AND MENTAL REQUIREMENTS

Hearing: Adequate to perform job duties in person and over the telephone. Able to use stethoscope and respond to verbal questions.

Speaking: Must be able to communicate clearly to patients in person and over the telephone.

Vision: Visual acuity adequate to perform job duties, including visual examination of patient and reading information from printed sources and computer screens.

Other: Requires frequent lifting and carrying items weighing up to 30 pounds unassisted, including assisting patients when required. Adequate physical ability including sufficient manual dexterity to perform the requisite health care service, including injections. Requires frequent bending, reaching, repetitive hand movements, standing, walking, squatting and sitting, with some heavy lifting, pushing and pulling exerted regularly throughout a regular work shift. Requires exposure to communicable diseases and/or bodily fluids.

Subject to random urine drug and other screenings or assessments as directed by CEO/Medical Director.

The above is intended to describe the general content and requirements for the performance for this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Resumes can be sent to admin@konzaprairiehc.com or mail to Konza Prairie Community Health Center, Attn: Jessica, 361 Grant Ave, Junction City KS, 66441. For further information call 785 238-4711.

ABOUT US:

Konza Prairie Community Health Center is a Federally Qualified Health Center with an HPSA designation. We offer medical, dental, and mental health services to the community. KPCHC prides itself on being a progressive facility while still offering a traditional practice setting. Konza Prairie CHC strives to be a place where people want to come for their health care. We seek to remove any barriers which can hinder clients from obtaining the services they need. Services are available to all, regardless of race, creed, national origin, language, gender, or financial status.