



BLACK HILLS ORTHOPEDIC & SPINE CENTER, P.C. POSITION DESCRIPTION

TITLE LICENSED PRACTICAL NURSE DEPARTMENT PATIENT CARE

REPORTS TO PATIENT CARE MANAGER FLSA STATUS NON-EXEMPT

FULL TIME YES PART TIME POSSIBLE

POSITION PURPOSE:

Provide exceptional service while assisting the providers with patient care, demonstrating commitment to customer satisfaction, professionalism and safety.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Set up the exam rooms and set up patients in the rooms; ensure timely patient flow and correctly enter into computer.
- Assist the doctors and physician assistants with minor surgical procedures.
- Complete procedures as directed: setting up injections, changing dressings, removing stitches and staples.
- Answer and respond to telephone calls/faxes regarding medications, medical questions and patient care from patients, pharmacies and other medical professionals
- Respond to walk-in patient requests for medications, medical questions and patient care

CERTIFICATES OR LICENSES REQUIRED

- Licensed Practical Nurse

KNOWLEDGE AND SKILLS

- Able to multi-task with attention to detail
- Good organizational skills; able to prioritize and problem-solve
- Compassion and consideration
- Promote harmony in working with patients and other team members

- Knowledge compatible with the duties required of a Licensed Practical Nurse
- Reliable and motivated
- Respectful of rights, property and privacy of others

EDUCATION AND EXPERIENCE

- High school or equivalent education
- Post-high school education with degree or certification as stated above
- Current certification in CPR
- Experience in patient care
- Continuing education with documentation of current licensure

LANGUAGE AND REASONING SKILLS

- Good communication skills including ability to handle difficult situations, defuse negativity while promoting cooperation and minimizing disruption
- Ability to take instruction and follow through
- Professionalism with patient care and staff interaction
- Able to convey knowledge and instructions in a clear and concise manner

MATHEMATICAL AND COMPUTER SKILLS

- Advanced computer skills

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Able to be on your feet for extended periods of time
- Able to perform bending, limited sitting, moderate walking and moderate lifting
- Able to handle stressful situations and patient demands
- Able to work quickly and thoroughly in a fast-paced environment

These physical demands are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The purpose of this position description is to summarize the major job responsibilities and requirements. It is not meant to be exhaustive and is subject to revision.