

JOB TITLE: LPN	DEPARTMENT: Clinic	POSITION OF SUPERVISOR: Clinic Manager
FLSA STATUS: Non exempt	ANTICIPATED HOURS PER WEEK:	EFFECTIVE DATE:

Position Summary: Responsible for providing nursing care to the patient under the direction of a physician or health care provider. Assist the Provider in delivering high quality patient care. Accurately document all necessary information within the patient’s chart. Perform in-house lab tests, EKG’s, and assist with basic procedures. Administer and document medications and vaccinations appropriately. Follow-up with all outstanding patient orders, referrals and prior authorizations. This is a safety sensitive position and anything that you are taking that could impair your ability to perform your job duties must be reported to your supervisor and a note from your provider must be provided stating if there are any limitations to your job duties

Qualifications: *At all times, the employee shall possess the following qualifications set forth below.*

Education/Training:	High school diploma or GED Diploma or certificate from accredited LPN program
Experience:	At least 1-3 years of experience preferred May consider training new graduates
Special Skills, Licenses or Certifications:	Basic computer knowledge Current LPN licensure in the State of Colorado Current BLS Certification
Language Skills:	Demonstrates ability to read, write, and clearly express one’s self in English 100% of the time Additional languages preferred Demonstrates ability to listen Demonstrates ability to clearly conveys thoughts in speech and written word
Physical/Mental/Special Demands:	<ul style="list-style-type: none"> • Ability to walk at a rapid pace 90% of the time • Ability to work at heights of 24-40 inches • Ability to push stretchers, wheelchairs, and beds. • Ability to transfer adult patients from wheelchair to bed, bed to wheelchair • Able to lift, move, and/or position weights, patients >50 pounds • Ability to hear alarms, nurse call system, phones, and intercoms 100% of the time • Adequate hearing is required to hear/talk with other employees, patients, and public in person and on the telephone • Work requires the use of computers with exposure to monitors, key boards, and mouse with repetitive motions for extended periods of time • Position requires standing, bending, walking, and long periods of sitting • Ability Able to initiate CPR 100% of the time • Must have fine motor skills 100% of the time • Ability to work and multi-task at a rapid pace with numerous interruptions 100% of the time • Good mental health

	<ul style="list-style-type: none"> • Demonstrate tact, versatility, and dependability • High degree of self-motivation and directional initiative • Ability to function independently • Ability to cope and remain calm in escalating situations • Must consistently demonstrate compliance with organizational-wide competency statements and performance criteria based on established quality indicators
Work Environment:	<p>Work is performed with exposure to work stress, environmental stress, and frequent interruptions. Hazards of the Job Include:</p> <p>Exposure to communicable disease Verbal or physical abuse Radiation and hazardous materials Physical strain due to lifting, moving, and positioning patients and/or equipment Liability due to current public consciousness Potential exposure to blood and body fluids Potential chemical exposure Potential equipment and device / product hazards</p>

Standard Job Requirements: At all times, employee shall satisfy the following requirements:

1. Adhere to and support PSMC's Code of Conduct and WISER values.
2. Comply with **all** PSMC policies including, without limitation, timely attendance, code for dress and decorum, no conflicts of interest, no harassment, fragrance free, etc.
3. Know and practice the prescribed vision, mission, core values and standards of Pagosa Springs Medical Center.
4. Comply with **all** PSMC and department procedures, rules, guidelines and directives.
5. Adhere to all policies and procedures in the Rural Health Clinic Policy and Procedure Manual.
6. Establish and maintain effective working relationships with others (e.g., co-workers, supervisors, patients, visitors, vendors of PSMC and the general public).
7. Interact with other departments and staff members in a manner which promotes optimum service to the patients and/or the public.
8. Be courteous, respectful, honest, and solution-oriented in dealing with others.
9. Communicate accurately, clearly, and effectively both orally and in writing.
10. Possess excellent organizational skills and the ability to multi-task.
11. Work independently and perform the job with minimum supervision.
12. Address voicemails, Electronic Health Record assignments/messages, and emails daily. Respond appropriately and in a timely manner.
13. Work effectively on PSMC/department team matters and recognize situations which require teamwork.
14. Maintain strict confidentiality of all patient matters and recognize situations where confidentiality should be maintained even if not legally required.
15. Respect the importance of compliance and quality programs and support the same.
16. Possess computer knowledge/skills and the ability to learn and adapt to new programs and software.
17. Participate in employee training, meetings, Disaster Preparedness and emergency events.
18. Perform other job duties, as assigned by a supervisor.

Essential Duties, Functions and Responsibilities: At all times, employee shall be able to perform the following essential functions of the job, with or without an accommodation, as set forth below.

1. Administers nursing care to patients in a safe, efficient, and courteous manner.
2. Follows proper nursing procedures in accordance with hospital policies and procedures.
3. Assist in training students, interns, and new employees.
4. Courteously greets all patients.

5. Uses at least two identifiers when confirming the identity of each patient (i.e. name and date of birth).
6. Appropriately triage patients.
7. Efficiently and accurately reconcile and document the patient's current medications and allergies.
8. Efficiently and accurately complete and document necessary questionnaires with the patient.
9. Efficiently and accurately document the patient's history of present illness.
10. Accurately administer and document medications as directed by the Provider.
11. Accurately document medication samples given to patients.
12. Accurately administer and document immunizations as directed by the Provider.
13. Accurately document and send orders for laboratory tests and diagnostic tests as directed by the Provider.
14. Follow up on all outstanding orders in a timely manner.
15. Accurately perform laboratory tests as directed by the Provider.
16. Create, send, and follow-up on patient referrals as directed by the Provider.
17. Refill and document patient prescriptions as directed by the Provider.
18. Perform and document basic procedures (i.e. EKG, Nebulizer Treatment, Ear lavage, Orthopedic Device Fitting, Orthostatic Blood Pressure, etc.).
19. Maintain a basic understanding of CPT and ICD 10 codes.
20. Utilize required templates when documenting within the electronic health record.
21. Schedule follow up appointments as directed by the Provider.
22. Participate in the development of the plan of care with other team members and safely implements that plan.
23. Verifies the patients understanding of the purpose of visit.
24. Provide instruction/teaching to the patient according to the educational plan.
25. Document care provided or procedure performed accurately on patient records.

26. Provide preventive care information that matches patient age, sex, and health status.
27. Document patient alerts within the electronic health record as directed by the Provider.
28. Present patients with appropriate patient education and visit summaries at the end of each visit.
29. Room all patients in a timely manner when necessary.
30. Accurately take and document vital signs when necessary.
31. Prep exam rooms for patients and maintain sanitary exam rooms when necessary.
32. Lock medication cabinet, vaccine refrigerator and medication sample closet at the end of each business day.
33. Unlock medication cabinet, vaccine refrigerator and medication sample closet at the beginning of each business day.
34. Demonstrate willingness to perform tasks and complete assigned work, does not leave unfinished tasks for others to complete.
35. Prioritize tasks so that the most important tasks are completed first.
36. Initiates action to prevent the occurrence of any potential problems or nonconformities relating to patient care or supporting activities.
37. Initiates, recommends or provides solutions through designated channels.
38. Report to work when scheduled; If absent, notifies supervisor in advance per policy.

Approved by:

(Supervisor – Signature)	(Title)	(Date)
	Human Resources Director	
(Human Resources– Signature)	(Title)	(Date)

Receipt and Acknowledgment:

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with Pagosa Springs Medical Center is “at will” and may be terminated by me or the employer at any time with or without cause.
- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.
- Positions, job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of Pagosa Springs Medical Center.
- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with PSMC policies, procedures, rules and directives.
- I have read and understand this job description.

(Print Employee Name)	(Employee Signature)	(Date)

JOB TITLE: Medical Assistant	DEPARTMENT: Clinic	POSITION OF SUPERVISOR: Clinic Nurse Manager
FLSA STATUS: Non Exempt	ANTICIPATED HOURS PER WEEK: 40	EFFECTIVE DATE:

Position Summary: Responsible for providing care to the patient under the direction of a physician or health care provider. Assist the Provider in delivering high quality patient care. This position requires accurate documentation in the patient chart specific to scope of practice for the MA role. Perform in-house lab tests, EKG's, and assist with basic procedures under the direction and supervision of a health care provider or RN. Administer and document medications and vaccinations appropriately under the direction and supervision of a health care provider or RN. Follow-up with all outstanding patient orders, referrals, and prior authorizations.

This is a safety sensitive position and anything that you are taking that could impair your ability to perform your job duties must be reported to your supervisor and a note from your provider must be provided stating if there are any limitations to your job duties.

Qualifications: *At all times, the employee shall possess the following qualifications set forth below.*

Education/Training:	High school diploma or GED Certificate from accredited Medical Assistant Program preferred
Experience:	Previous clinical experience required
Special Skills, Licenses or Certifications:	Basic computer knowledge Medical Assistant Certificate (CMA) BLS
Language Skills:	Demonstrates ability to read, write, and clearly express one's self in English 100% of the time Additional languages preferred Demonstrates ability to listen Demonstrates ability to clearly convey thoughts in speech and written word
Physical/Mental/Special Demands:	<ul style="list-style-type: none"> • Ability to walk at a rapid pace 90% of the time • Ability to work at heights of 24-40 inches • Ability to push stretchers, wheelchairs, and beds. • Ability to transfer adult patients from wheelchair to bed, bed to wheelchair • Able to lift, move, and/or position weights, patients >50 pounds • Ability to hear alarms, nurse call system, phones, and intercoms 100% of the time • Adequate hearing is required to hear/talk with other employees, patients, and public in person and on the telephone • Work requires the use of computers with exposure to monitors, key boards, and mouse with repetitive motions for extended periods of time • Position requires standing, bending, walking, and long periods of sitting • Ability Able to initiate CPR 100% of the time • Must have fine motor skills 100% of the time • Ability to work and multi-task at a rapid pace with numerous interruptions 100% of the time

	<ul style="list-style-type: none"> • Good mental health • Demonstrate tact, versatility, and dependability • High degree of self-motivation and directional initiative • Ability to function independently • Ability to cope and remain calm in escalating situations • Must consistently demonstrate compliance with organizational-wide competency statements and performance criteria based on established quality indicators
Work Environment:	<ul style="list-style-type: none"> • Work is performed with exposure to work stress, environmental stress, and frequent interruptions. Hazards of the Job Include: • Exposure to communicable disease • Verbal or physical abuse • Radiation and hazardous materials • Physical strain due to lifting, moving, and positioning patients and/or equipment • Liability due to current public consciousness • Potential exposure to blood and body fluids • Potential chemical exposure • Potential equipment and device / product hazards

Standard Job Requirements: At all times, employee shall satisfy the following requirements:

1. Adhere to and support PSMC's Code of Conduct and WISER values.
2. Comply with all PSMC policies including, without limitation, timely attendance, code for dress and decorum, no conflicts of interest, no harassment, fragrance free, etc.
3. Know and practice the prescribed vision, mission, core values and standards of Pagosa Springs Medical Center.
4. Comply with all PSMC and department procedures, rules, guidelines and directives.
5. Adhere to all policies and procedures in the Rural Health Clinic Policy and Procedure Manual.
6. Establish and maintain effective working relationships with others (e.g., co-workers, supervisors, patients, visitors, vendors of PSMC and the general public).
7. Interact with other departments and staff members in a manner which promotes optimum service to the patients and/or the public.
8. Be courteous, respectful, honest, and solution-oriented in dealing with others.
9. Communicate accurately, clearly, and effectively both orally and in writing.
10. Possess excellent organizational skills and the ability to multi-task.
11. Work independently and perform the job with minimum supervision.
12. Address voicemails, Electronic Health Record assignments/messages, and emails daily. Respond appropriately and in a timely manner.
13. Work effectively on PSMC/department team matters and recognize situations which require teamwork.
14. Maintain strict confidentiality of all patient matters and recognize situations where confidentiality should be maintained even if not legally required.
15. Respect the importance of compliance and quality programs and support the same.
16. Possess computer knowledge/skills and the ability to learn and adapt to new programs and software.
17. Participate in employee training, meetings, Disaster Preparedness and emergency events.
18. Perform other job duties, as assigned by a supervisor.

Essential Duties, Functions and Responsibilities: *At all times, employee shall be able to perform the following essential functions of the job, with or without an accommodation, as set forth below under the direction of a health care provider or RN*

1. Administers care to patients in a safe, efficient, and courteous manner.
2. Assist in training students, interns, and new employees.
3. Courteously greets all patients.
4. Uses at least two identifiers when confirming the identity of each patient (i.e. name and date of birth).
5. Appropriately triage patients under the direction of a health care provider or RN
6. Efficiently and accurately reconcile and document the patient's current medications and allergies.
7. Efficiently and accurately complete and document necessary questionnaires with the patient.
8. Efficiently and accurately document the patient's history of present illness.
9. Accurately administer and document medications as directed by the Provider.
10. Accurately document medication samples given to patients.
11. Accurately administer and document immunizations as directed by the Provider.
12. Accurately document and send orders for laboratory tests and diagnostic tests as directed by the Provider.
13. Follow up on all outstanding orders in a timely manner.
14. Accurately perform laboratory tests as directed by the Provider.
15. Create, send, and follow-up on patient referrals as directed by the Provider.
16. Refill and document patient prescriptions as directed by the Provider.
17. Perform and document basic procedures (i.e. EKG, Nebulizer Treatment, Ear lavage, Orthopedic Device Fitting, Orthostatic Blood Pressure, etc.).
18. Maintain a basic understanding of CPT and ICD 10 codes.
19. Utilize required templates when documenting within the electronic health record.
20. Schedules follow up appointments as directed by the Provider.
21. Participate in the development of the plan of care with other team members and safely implements that plan.
22. Verifies the patients understanding of the purpose of visit.
23. Provide instruction/teaching to the patient according to the educational plan.
24. Document care provided or procedure performed accurately on patient records.
25. Provide preventive care information that matches patient age, sex, and health status.
26. Document patient alerts within the electronic health record as directed by the Provider.
27. Present patients with appropriate patient education and visit summaries at the end of each visit.
28. Room all patients in a timely manner when necessary.
29. Accurately take and document vital signs when necessary.
30. Prep exam rooms for patients and maintain sanitary exam rooms when necessary.
31. Lock medication cabinet, vaccine refrigerator and medication sample closet at the end of each business day.
32. Unlock medication cabinet, vaccine refrigerator and medication sample closet at the beginning of each business day.
33. Demonstrate willingness to perform tasks and complete assigned work, does not leave unfinished tasks for others to complete.
34. Prioritize tasks so that the most important tasks are completed first.
35. Initiates action to prevent the occurrence of any potential problems or nonconformities relating to patient care or supporting activities.
36. Initiates, recommends or provides solutions through designated channels.
37. Report to work when scheduled; If absent, notifies supervisor in advance per policy.

Approved by:

(Supervisor – Signature)	(Title)	(Date)
	Human Resources Director	
(Human Resources– Signature)	(Title)	(Date)

Receipt and Acknowledgment:

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with Pagosa Springs Medical Center is “at will” and may be terminated by me or the employer at any time with or without cause.
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- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with PSMC policies, procedures, rules and directives.
- I have read and understand this job description.

(Print Employee Name)	(Employee Signature)	(Date)