



Heart of Ohio Family Health Centers

Job Description

Licensed Practical Nurse

**Summary:** This position supports the Organization in the following manner:

- Performs administrative desk triage
- Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examination, drawing blood, and administering medications as directed by physician
- Administers nursing care to the ill or injured
- Includes working with OB/GYN patients
- Maintains medical records

**Reports to:** RN Nurse Manager; takes direction and instruction guidance from the Registered Nurse performing lead functions

**Supervises:** Yes

**Dress Requirement:** scrubs in accordance to Heart of Ohio Family Health Center's dress code policy

**Work Schedule:** F/T

Monday through Friday during standard business hours

Times are subject to change due to business necessity

**Exempt**

**Non-Exempt**

---

**Job Duties**, these are considered essential to the successful performance of this position:

- ✓ Perform clinical administrative desk work, phone triage and getting back to the patient within a reasonable time frame and certain clinical duties under the direction of provider
- ✓ Pulling Emergency Room Reports prior to patient visit with provider
- ✓ Prepares patients for providers' visits by explaining procedures, recording and collecting patient data
- ✓ Distributes educational material to patients, as directed
- ✓ Instructs and/or assists patients with clothing removal for examination
- ✓ Obtains body specimens, using proper techniques and correctly labeling the specimen

- ✓ Sets up various medical procedures and assists physicians with procedures
- ✓ Stocks the exam rooms and performs minor clean-up and sanitizing procedures after the exam
- ✓ Organizes exam room equipment as directed by a provider
  
- ✓ Assists the nurse with medical records maintenance; ie, inserting lab and test results
- ✓ Calls prescription orders into a pharmacy, as directed
- ✓ Calls patients with lab and/or test results, as directed
- ✓ Offers excellent medical service in a friendly, courteous, and helpful manner to the patients without bias and/or social prejudice
- ✓ May collect and maintain statistical data
- ✓ Supports the Clinical department as directed
- ✓ Adheres to all of the Organization's policies and procedures, especially the hazardous, health and safety procedures
- ✓ Follows all laws and regulations
- ✓ Other duties as assigned (non-essential)

**Job Qualifications** (Experience, Knowledge, Skills and Abilities)

- ✓ Licensed Practical Nurse license in the State of Ohio
- ✓ Associates Degree in nursing
- ✓ Skill of phlebotomy
- ✓ Prior immunization experience, preferred
- ✓ Ability to work with supervision and make decisions based on established policies and procedures
- ✓ Skills to expertly deliver exceptional health care to the public
- ✓ Ability to successfully work in unison with others to create an efficient, harmonious work environment
- ✓ Demonstrates competency in working sensitively and respectfully with people of various cultures and social status
- ✓ Knowledge of federal, state and local laws and regulations pertaining to health care and safety
- ✓ Ability to communicate (orally and in writing) in a professional manner
- ✓ Ability to maintain an established work schedule to ensure dependability and accuracy of work quality

---

**Equipment Operated:**

Telephone & Fax	Computer & Printer	Blood Glucose Monitor
Blood Pressure Machines	Waived function testing	Pulse oximeter
EKG	Centrifuge	NST machine
Oxygen	Audiometer	Audio Visual
HBA1C analyzer	Ultrasound	Other office and medical equipment as assigned

**Facility Environment:**

Heart of Ohio Family Health Centers operates in two locations, 882 S. Hamilton Rd, Columbus, Ohio 43213 and 2365 Innis Rd, Columbus, Ohio 43224. Both facilities are a medical office environment with front-desk reception area, separate patient examination rooms, nursing stations, pharmacy stock room, business offices, hallways and private toilet facilities. Both facilities are on the main ground floor and ADA compliant.

This position's primary work area is patient examination rooms and nursing stations

The patient examination rooms and nursing stations area are:

- kept at a normal working temperature
- sanitized daily
- maintains standard office environment furniture with adjustable chairs
- maintains standard office equipment; ie, computer, copier, fax machine, etc. at a normal working height

If you possess the skill set and would like to apply for this position please submit your resume to Jaclyn at [jwoodard@hofhc.org](mailto:jwoodard@hofhc.org) immediately.