



**Heart of Ohio Family Health Center
Licensed Practical Nurse / Vaccine Coordinator**

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

- Performs administrative desk triage
- Leads daily huddles and manages MA activities as assigned by lead LPN
- Assists in the personal and professional development of MAs
- Vaccine management
- 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 those with medical conditions or injuries
- Includes working in family/internal medicine, OB/GYN, and pediatrics
- Maintains medical records

Reports to: Direct of Clinical Services & Quality Improvement

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:

- ✓ Supervises Medical Assistants when lead LPN is not available
- ✓ Supports the Clinical department as directed and supervises/facilitates daily flow of clinic
- ✓ Perform clinical administrative desk work, manages paperwork coming into the system by filling out, notify patients of abnormal lab results, phone triage and getting back to the patient within a reasonable time frame and certain clinical duties under the direction of provider.

- ✓ Manages vaccine storage, purchasing, tracking, and documentation for all Heart of Ohio sites.
- ✓ Pulling Emergency Room Reports prior to patient visit with provider
- ✓ Prepares patients for providers' visits by explaining procedures, recording and collecting patient data
- ✓ Sets up and organizes exam room for various medical procedures and assists physicians with procedures
- ✓ Assists lead nurse with maintaining clinic supplies.
- ✓ Distributes educational material to patients, as directed
- ✓ Obtains body specimens, using proper techniques and correctly labeling the specimen
- ✓ Stocks the exam rooms
- ✓ Assists the nurse with medical records maintenance
- ✓ Calls prescription orders into a pharmacy, as directed
- ✓ Calls patients with lab and/or test results, as directed
- ✓ May collect and maintain statistical data
- ✓ Participates in the training of new Medical Assistants and provides guidance in a positive manner
- ✓ Follows all laws and regulations and adheres to all of the Organization's policies and procedures, especially the hazardous, health and safety procedures
- ✓ 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

Facility Environment:

All facilities have a medical office environment with front-desk reception area, separate patient examination rooms, pharmacy stock room, business offices, hallways and private toilet facilities. All 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 areas 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

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

Physical Demands and Requirements: these may be modified to accurately perform the essential functions of the position:

- Mobility = ability to easily move without assistance
- Bending = occasional bending from the waist and knees
- Reaching = occasional reaching no higher than normal arm stretch
- Lifting/Carry = ability to lift and carry a normal stack of documents and/or files
- Pushing/Pulling = ability to push or pull a normal office environment
- Dexterity = ability to handle and/or grasp, use a keyboard, calculator, and other office or medical equipment accurately and quickly
- Hearing = ability to accurately hear and react to the normal tone of a person’s voice
- Visual = ability to safely and accurately see and react to factors and objects in a normal setting
- Speaking = ability to pronounce words clearly to be understood by another individual

Indicate Frequency of Factors that Contribute to this Position:

<i>Factor</i>	<i>Frequency</i> , 0 = never, 1 = occasionally, 2 = normally, 3= often, add explanation where needed
Normal, steady work pace	2
Randomly changing work pace	2
Fast, sometimes chaotic, high stress work pace	2
Independent decisions made without supervision	3
Exposure to trauma, grief, death, etc	2
Exposure to disease or bacteria	2
Handles closed containers or vials of patients’ bodily fluids or tissues	2
Required to wear safety clothing or equipment	2

Handles money (cash, checks or credit cards)	0
Interacts personally with public	3

If you possess the skill set and would like to apply for this position please submit your resume to Jaclyn at jwoodard@hofhc.org or Haydee Sterling at gsterling@hofhc.org immediately.