

Palouse Care™

NETWORK

TITLE: Licensed Practical Nurse (LPN) / Medical Assistant (CMA)
REPORTS TO: Clinic Manager, Registered Nurse (RN), Medical Provider, Medical Director
RANKING: Non-Exempt/Hourly (Full-time)

PRIMARY FUNCTIONS AND RESPONSIBILITIES

OBJECTIVES OF THE POSITION: The Licensed Practical Nurse (LPN) or Certified Medical Assistant (CMA) is responsible for assisting with organizing, planning, assessing and monitoring medical services. LPN or CMA works in conjunction with Clinic Manager, Registered Nurse (RN), Medical Provider, and Medical Director to assure patients are receiving the best medical, nursing, and psychosocial care possible. LPN or CMA provides patient care and clinic duties to ensure efficient stewardship and quality care for WISH Medical patients.

- *Ensures Brand-consistent experiences throughout the ministry at every relationship touch-point through consistent quality medical care.*
- *Engages others with humility, priority, quality, congruity and integrity as fundamental to fostering collaborate teaming.*

SPECIFIC FUNCTIONS

Clinic Duties:

1. Help complete clinic procedures and administrative activities of WISH Medical.
2. Help ensure compliance with infection control guidelines.
3. Assist with inventory control of patient service materials and medical supplies.
4. Provide support for center programs and services as requested by Clinic Manager.
5. Seek advisement as needed from Clinic Manager/ RN/ Medical Provider.
6. Facilitate documentation of clinic logbooks and patient medical records.
7. Proficiency with Athena (EMR program) and AFTIS (lab ordering program)-will train.
8. Assist Safety Officer in monitoring safety at Palouse Care Network/WISH Medical.
9. Perform other duties as assigned.

Patient Services:

1. Answer medical questions and provide medical services including pregnancy testing and education, STI/STD education, and collection of specimens for testing.
2. Provide patient follow-up per standardized procedures.
3. Assure accurate implementation of provider's orders and advises provider of patient's progress and changes in condition as requested.

Personal Development:

1. Continue professional training pertinent to nursing license or medical certification and the clinic's practices.

2. Increase knowledge of obstetrical and gynecological care, and women's/men's sexual health issues.

COMPETENCY & SKILL REQUIREMENTS

1. Be a committed Christian, demonstrating a growing personal relationship with Jesus Christ.
2. Exhibit strong commitment and dedication to the sanctity of all human life.
3. Agree with and uphold Statement of Faith, Statement of Principle, and Center policies.
4. Maintain a current LPN license or be Certified (or Registered) as a Medical Assistant in good standing with the State Medical Board(s), carry professional liability insurance and a current CPR card.
5. Maintain a working knowledge of nursing methods, principles and practices in relation to the prevention and treatment of disease, safety and infection control, clinical systems, supplies and equipment.
6. Have familiarity with electronic medical records.
7. Exhibit excellent organizational skills, medical proficiency, and technological literacy.
8. Attention to detail, self-motivated, a team player, dependable, and responsible.
9. Competent in injection and phlebotomy skills.

PERFORMANCE STANDARDS

1. Complete projects in a timely manner according to center schedules and standards.
2. Participate within team structure at a responsible level.
3. Analytical thinker with qualitative and quantitative analysis skills.
4. Anticipates and solves problems under their control prior to any adverse impact on the ministry.
5. Ability to work independently and in all center environments.
6. Strong interpersonal skills including ability to effectively present insights and provide recommendations persuasively, excellent listening skills, compassionate support skills.
7. Strong written and verbal communication skills.