

MADIGAN ARMY MEDICAL CENTER LICENSED PRACTICAL NURSE (LPN)

Duties:

- Serves as a Pediatric Licensed Practical Nurse.
- Performs direct patient care and care coordination activities such as referral management, order reconciliation, and activity tracking.
- Obtains information from patient and/or family to identify major complaints, symptoms, or reason for seeking health care.
- Takes all vital signs (blood pressure, temperature, pulse, respirations, pain level, height, weight, measurement of head circumference and length); performs a behavioral health screening.
- Documents patients' chief complaints and other pertinent information in the health record. Documentation will also include medication reconciliation, screening tools, and behavioral health intake surveys.
- Coordinates and facilitates care coordination, communicates relevant information according to the medical plan of care and nursing assessment, and documents accordingly in the health record.
- Provides individualized nursing care to patients of all ages based upon the physician's medical care plan; the nursing assessment; and the physical, mental, and emotional needs of the patient.
- Assists the physician with various examinations and diagnostic procedures. Sets up and maintains a sterile field; understands the proper positioning of patients required for various procedures. Administers oxygen; IV fluid; and prescribed oral, rectal, subcutaneous, and intramuscular medications.
- Performs inhalation treatments, finger-stick glucose, urine dipsticks, catheterization, visual acuity, hearing screening, phlebotomy, dressing changes, and surgical instrument cleaning and packaging after use.
- Educates patients and family members on childcare and school requirements for children on medications. Completes necessary paperwork for school (sick slips, asthma care plan, etc.) for provider signature. Also teaches patients early warning signs for early detection of diseases.
- Assures accurate care and handling of specimens.
- Performs routine procedures such as EKGs; eye, throat, nasal, and/or wound cultures; dressing changes; ear irrigation; and application of bandages. Recognizes

adverse signs and symptoms immediately and calls for assistance, and if the situation warrants it, performs CPR immediately. Sets up, operates, and monitors specialized equipment such as cardiac monitor, defibrillator, etc.

- Screens and reviews immunization records IAW AR 40-562 and unit Standard Operating Procedures to select required immunizations, correct dosages, and routes of administration. Review requires transcription of information to medical records and official school forms. Documents administration on SF 601 and PSH 731, IAW AR 40-562 in AHLTA, or manually.
- Administrative duties include inputting data into the computer and retrieving information such as laboratory and diagnostic procedure results. Documents administration utilizing IAW Ambulatory Quality Assurance criteria.
- Administers oral, intradermal, subcutaneous, intramuscular immunizations to all age groups per IAW-established protocols. Maintains accountability for actions and control of vaccines. Documents interventions and patients' response to care. Communicates relevant information to healthcare team. Recognizes signs and symptoms of untoward effects of immunization and/or allergen extracts.
- Maintains certification in Basic Cardiac Life Support and demonstrates ability to initiate cardiopulmonary resuscitation in the event of an anaphylactic reaction and/or cardio-pulmonary arrest.
- Performs teaching to patients and/or family regarding self-care procedures and documents teaching. Instructs parents/guardians regarding normal versus adverse reactions to immunizations and treatment for normal reactions of discomfort.
- Reviews laboratory results and brings abnormal results to attention of physician. Per physician's instruction, telephones patient regarding follow-up required and documents in records.
- Performs patient education for special needs such as medication administration, inhaler and spacer use, self-dressing changes, ostomy care, finger-stick and glucometer use, drawing up and injection of insulin and glucagon, and asthma home monitoring with peak flow meters and nebulizer use.
- Performs both administrative and logistical tasks as a member of the healthcare team for the clinic by contributing to maintaining the environment and resources to deliver healthcare. Reviews expiration dates for medications, vaccines, and supplies and initiates the reorder. Coordinates with designated clinic administrative staff for maintenance of adequate vaccines and supply levels. In the absence of the medical receptionist, assists with the responsibilities for checking patients into the system, completion of records, and other clerical duties as assigned.

- Duties include the use of automated systems (i.e. Armed Forces Health Longitudinal Technology Application (AHLTA), Composite Health Care System (CHCS), Medical Operational Data System (MODS), and the Medical Protection system (MEDPROS).
- Reviews chart for coding compliance and ensures all procedures are documented to obtain accurate capture of workload.
- Attends mandatory training as directed by supervisor or command. Will be trained in documenting adverse medication reactions in the VAERS or local system.
- Participates in and may coordinate performance improvement activities.

Physical Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, or hear.
- Specific vision abilities required by this job include close vision and color vision.
- The employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; climb or balance and taste or smell.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- While performing the duties of this job, the employee is occasionally exposed to wet, humid, cold, and hot conditions.
- The noise level in the work environment ranges regularly from quiet to loud.

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