

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title:** Onsite Healthcare Licensed Practical Nurse

**Department:** Onsite

**Grade** I  
**H.P.D.** 8  
**D.P.Y.** 260

**Job Description**

**Date Reviewed:** July 2022

**Reports To:** Onsite Employee Health and Wellness Clinic Manager and Assistant Clinic Manager

**Purpose of Job**

The Licensed Practical Nurse provides medical treatment and personal care services, as directed by NP / PA / MD, to adult/pediatric patients seeking treatment for injury/diseases in a clinic. Supports Onsite Administration in all functions of the clinic.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Completes all direct nursing care “due” at the time of patient visit to ensure 100 percent compliance, under the supervision of the NP/ PA / MD.

Escorts patients throughout facility, interviews patients to obtain appropriate medical information / history, and measures vital signs- includes such items as pain assessment, pulse rate, temperature, blood pressure, height, and weight; records information on patients’ electronic medical records. Reports summary of patient visit to NP / PA / MD as necessary.

Preps patients and assists NP / PA / MD with examinations; applies compresses, both hot and cold as indicated; administers medications as appropriate ordered by a medical provider, orally, or by subcutaneous or intramuscular injection; documents time and treatment amounts in patents’ electronic charts.

Prepares treatment rooms for examination of patients;

Changes dressings and removes sutures. Operates electrocardiograph (EKG) and other diagnostic equipment to administer routine diagnostic test and treatments.

Collects lab specimens from patients for testing, including but not limited to urine, blood, and sputum; performs routine laboratory tests on these specimens as needed.

Dresses wounds and incisions, interprets physician instructions to patients, assists with emergencies, and performs related tasks, as directed.

Submits laboratory and radiology results / panic values to medical providers and scans results into patient's medical records after the provider has reviewed. Contacts patients with lab and imaging results under the direction of the NP / PA / MD.

Dispenses medication per NP / PA / MD orders.

Educates patient and family on related health issues and healthy lifestyle choices; performs annual and routine nursing screenings and preventative health services.

Observes patients and reports adverse actions or reactions to the clinic physician.

Schedules patient appointments and appointments for imaging, performs referrals to specialists, and scans reports/results into electronic medical record.

Answers telephones and provides information/messages to patients and/or medical staff.

Inputs all patients' information into EMR.

Answers patients' questions and provides health care instruction to patient and family members.

Cleans treatments rooms, equipment, and supplies using disinfectant solution.

May assist in inventory and supply requisition.

Performs other duties as delegated by Clinic Manager, Assistant Clinic Manager and Safety & Health Director.

### **Additional Job Functions**

Performs other duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Graduate of an accredited Practical/Vocational College with State Licensure valid to practice in the state of Tennessee.

Minimum of three years of nursing experience is preferred, with a strong emphasis on patient care.

Current certification in Basic Life Support by either the AHA, or the American Red Cross.

**KNOWLEDGE OF JOB**

Excellent verbal/written communication and interpersonal skills.

Excellent computer skills; knowledge of Microsoft Office, including Word, Excel, Access, Outlook, and PowerPoint.

Previous clinical experience in primary care office.

Phlebotomy skills and lab specimen processing.

Knowledge in minor office procedures, such as biopsy, lesion removals, pap smears.

Ability to work independently with Onsite RN supervision.

Ability to make recommendations to effectively solve problems, using judgment consistent with standards, practices, policies, procedures, regulations, and/or government law.

Ability to focus on details, handle multiple tasks, and remain highly organized in a fast-paced environment.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of office machines and equipment such as computers, printers, copier, calculator, telephone. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and/or up to twenty pounds of force frequently. Must be able to lift and/or carry weight of forty to sixty pounds. Must be able to respond quickly to emergency situations in the school. Physical demand requirements are at levels of those for medium to heavy work.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information, Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to job Onsite LPN Nurse. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice. Requires knowledge of standard medical terminology and abbreviations.

**INTELLIGENCE:** Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to Health Services.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to visually inspect items for proper length, width, and shape visually with office equipment

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using office equipment and medical equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have eye/hand coordination sufficient to administer medications to include insulin.

**COLOR DISCRIMINATION:** May require the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the School System may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

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**Employee's Munis Number**

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**Date**

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**Date**