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**MEMORIAL HOSPITAL OF LAFAYETTE COUNTY**  
**800 Clay Street – Darlington, WI 53530**

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**JOB TITLE:** Primary Care Clinic – Staff LPN  
**Reports to:** Primary Care Clinic – RN Nurse Manager  
**Supervisory Responsibilities:** None

**Position Qualifications:**

- Minimum of One Year Clinic Nursing Experience Preferred
- CPR Certification
- Advanced Cardiac Life Support (ACLS) is preferred but not required

**Educational Requirements:**

**Position Qualifications:**

- Current State of Wisconsin Licensure as a Practical Nurse
- Minimum of One Year Clinic Experience Preferred
- CPR Certification
- Ability, as a member of the MHLC team, to be familiar with the philosophy, goals and objectives of MHLC and work collaboratively to achieve them.
- Ability to be familiar and comply with all Memorial Hospital & PCC's policies and procedures.
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**Essential Functions of the Specialty Clinic / Primary Care Clinic Staff RN Position:**

- Ability to verify medication lists
- Ability to provide discharge instructions
- Ability to assist patients with outpatient supplies, medications, home care information, appointment information, and after care needs.
- Ability to perform patient set-up procedures
- Ability to perform patient scheduling procedures
- Ability to attend meetings as assigned
- Ability to assist providers with procedures
- Ability to perform nursing procedures within scope of LPN role
- Ability to demonstrate organizational skills
- Ability to comply with Memorial Hospital & Primary Care Clinics health and safety standards and guidelines

**Professional Functions of the Primary Care Clinic Staff LPN Position:**

- Demonstrate professional responsibility in their role within the organization.
- Demonstrate leadership skills.
- Demonstrate excellent communication skills with other professional staff within the organization: administration, medical staff, hospital and clinic staff, and the patients and their families.
- Demonstrate fiscal responsibility in assisting the Primary Care Clinic RN Supervisor in monitoring and controlling department revenues and expenditures.
- Demonstrate team building skills, and work cooperatively with Memorial Hospital and Primary Care Clinic personnel to ensure the most efficient operation of the department.
- Demonstrate patient / family advocacy including customer satisfaction, and health care ethics.
- Demonstrate self-development initiatives.
- Demonstrate the ability to learn and comply with personnel policies and safety regulations.
- Demonstrate the ability to create an environment that fosters professional behavior.
- Demonstrate the ability to document pertinent observations, interventions, and other patient information appropriately.
- Demonstrate the ability to report patient needs, problems, and/or observations regarding patient's condition to the physician.
- Demonstrate the ability to maintain a clean, safe and efficient unit environment for patients, visitors, and staff.
- Demonstrate the ability to complete all assigned projects and duties.
- Demonstrate the ability to contribute to the professional growth and development of self and other staff, and assist in staff orientation.
- Demonstrate the ability to maintain accountability for self, for own nursing practice and growth.
- Demonstrate the ability to react calmly and effectively in emergency situations.
- Demonstrate the ability to contribute to the continuity of care and effective communication between patients, staff members, physicians, and other medical staff.
- Demonstrate the ability to communicate with the Primary Care Clinic RN Supervisor regarding any concerns or problems.
- Demonstrate ability to support and interpret Primary Care Clinic philosophy and objectives.
- Demonstrate the ability to attend all mandatory programs, in-services and staff meetings without being prompted.
- Demonstrate the ability to maintain a friendly, respectful, and professional environment for all patients and their family contacts.
- Demonstrate the ability to maintain a cooperative, helpful work environment within the Clinic and the organization, including but not limited to physicians and other staff members.
- Demonstrate the ability to maintain confidentiality regarding Memorial Hospital and Primary Care Clinics, its clients and staff; to include the discussion of patient information only with those directly involved in a patient's care or treatment.
- Demonstrate the ability to follow all Memorial Hospital and Primary Care Clinics policies, procedures, and guidelines at all times.

**Physical / Mental Requirements:**

- Varied activities including standing, walking, reaching, bending, and lifting.

- Requires full range of motion including handling and lifting patients, manual finger dexterity, and eye-hand coordination.
- Requires standing and walking for extensive periods of time.
- Requires occasional lifting and carrying items of up to 50 pounds.
- Requires corrected vision and hearing to normal range.
- Requires working under stressful conditions and working flexible hours.

**Interpersonal Skills:**

- Requires a significant level of trust and diplomacy, in addition to normal courtesy and tact.
- Requires extensive personal contact with others, with excellent communication skills.
- Requires personal contact with others inside and/or outside the Clinic, to communicate pertinent patient information.

**Additional Skill Sets:**

- Use of computer, printer, fax, and other office equipment.
- Requires good keyboarding skills.
- Requires the use of personal protection safety equipment including gloves, lab coats, gowns, goggles, and face masks/shields.

**Employee Responsibility in an Emergency:**

As an employee of Memorial Hospital of Lafayette County, you are expected to respond to emergencies involving the safety of patients, other employees, visitors and the facility. This includes the ability to assist with a possible evacuation of facility if that has been deemed necessary.

**Management Statement:**

This job description is not intended to be all inclusive. The employee will also perform other reasonable job related duties as assigned by the supervisor and/or other management personnel. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and not intended to imply a written or implied contract of employment.

I have read the above job description and fully understand the requirements set forth. I know of no limitations which would prevent me from performing these functions with or without accommodation.

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*Employee Signature*

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*Date*

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*Supervisory Signature*

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*Date*