

**FAITH COMMUNITY HEALTH SYSTEM**  
**Jacksboro, Texas**  
**Clinic LVN**  
**JOB DESCRIPTION**

**REPORTS TO:** Clinic Manager

**SUPERVISES:** None

**FLSA CLASSIFICATION:** Non-Exempt

**SUMMARY**

Assists the professional staff in providing maximum patient care, assessment, planning, implantation and evaluation of each assigned patient. Under supervision gives direct and indirect patient care as assigned, OSHA Blood borne Pathogens Class 1.

**ESSENTIAL FUNCIONS**

- Have working knowledge of patient scheduling requirements (each provider has different requirements).
- Schedule appointments.
- Working knowledge of EMR.
- Professional telephone skills.
- Ability to manage time.
- Order patient prescriptions and refills in a timely manner.
- Obtain patient vital signs, including weight and height.
- Snelling Eye Chart Exam and how to chart.
- Ability to prepare for and schedule patients for procedures
- Ability to prepare specimen for pathology if needed.
- Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

**PROFESSIONAL REQUIREMENTS**

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.
- Participate in performance improvement and continuous quality improvement activities.
- Attend regular staff meetings and in-service as needed.

**KNOWLEDGE, SKILLS and ABILITIES**

- Excellent written, verbal and listening communication abilities.
- Willingness to establish effective working relationships with internal and external customers.
- Ability to manage conflict, stress and multiple simultaneous work demands in an effective, professional manner.
- Ability to work independently, while collaborating with other team members.
- Ability and willingness to self-motive, prioritize, and be willing to change processes to improve effectiveness and efficiencies. Adapts to changing patient or organizational priorities.
- Ability to make independent decision in accordance with established policies and procedures. Decisions and problem solving require a combination of analysis, evaluation, and interpretive thinking.
- Computer literacy, including but not limited to, data entry, retrieval, and report generation.
- Must not have any restrictions for physical work for which reasonable accommodation cannot be made.

**QUALIFICATIONS**

- High School diploma or equivalent.
- Licensed Vocational Nurse currently licensed by the State of Texas.
- Continue BLS quarterly training with RQI system.
- One-year prior work experience.

**PHYSICAL REQUIREMENTS**

- Full range of body motion including handling and lifting patients.
- Exposure to blood and body fluids, communicable diseases, repetitive motions.
- Manual and finger dexterity.
- Hand and eye coordination.
- Extended periods of standing, walking, stooping, twisting, and reaching.
- Lifting and carrying items weighing up to 50 pounds.
- Corrected vision and hearing to within normal range.

\_\_\_\_\_  
Employee

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Department Head/Administrator

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Date

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.*