



MISSOULA URBAN INDIAN HEALTH CENTER

406.829.9515 | 830 West Central, Missoula MT 59801 | www.muihc.org

JOB DESCRIPTION

TITLE:	Licensed Practical Nurse
FLSA Status:	Non – Exempt
EMPLOYEE STATUS:	40 hours/Week; Full Time
SHIFT:	Clinic Hours
WAGE RANGE:	Negotiable; Based on experience and skill set

POSITION SUMMARY

A vital member of an integrated care team serving as primary point of contact for patients, providers, and caregivers in the roll as a licensed practical nurse. The licensed practical nurse responsibilities centers around working from a team-based approach to help implement care plans, provide education, manage acute and chronic conditions (including diabetes), set self-management goals to improve health, and triage health issues in a trauma-informed, culturally-appropriate manner. To facilitate referral management to providing resources and assistance navigating access to clinical or supportive care services within the facility and the greater community.

DUTIES & RESPONSIBILITIES

As a part of the MUIHC staff you will be expected to work directly with medical providers and staff to ensure the provision of quality patient care. Provide practical nursing functions including rooming patients, gathering vitals and demographic information, prescription management, immunizations, basic patient education, phlebotomy, and other duties as assigned by the providers or designated licensed staff in the clinic. Ensure the completion of the care continuum. Assess patient needs, coordinate patient care, administer care and document thoroughly. Prepare exam or treatment room with the appropriate equipment before patient visits. Set up for all procedures. Assist the provider with exams, procedures and treatments as directed. Perform diagnostic tests in accordance with job specific competencies. Collect and process specimens. Prepare, administer and document immunizations, injections and medications per policy. Maintain Medication storage in accordance with clinic standards. Now that you know more about being an LPN on our integrated health care team we hope you will join us.

DIRECT PATIENT CARE

- Provides direct patient nursing care for specified patients (diabetes, wound care, etc.) and serve as an essential link between patients and other care providers.
- Uses the electronic health record to document all relevant aspects of patient care per organizational policy.
- Conducts preventive screenings for patients and/or assists all support staff in daily patient interactions as needed, as well as screen for mental health and substance abuse disorders.
- Tracks order completion and follow up. Monitor patient compliance with patient treatment plan and follow-up for any reassessments of care plan or overdue appointments.
- Assists all patients through the healthcare system by acting as a patient advocate and navigator.
- Facilitates referrals and appointments for consults and support services within evolving service standards, which includes behavioral health, social worker, primary care, specialty care, community health services, etc.
- Educates patient and families regarding planned procedures, medications and treatments. Ability to educate patients and/or families as to the nature of disease and to provide instruction on proper care and treatment.
- Serves as the patient family advocate with respect to the patient's right to privacy by protecting confidential information.
- Facilitate patient empowerment and quality of life by promoting educated, independent patient choice on all aspects of care.



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INTEGRATED CARE

- Integrates behavioral health and primary care into care delivery.
- Collects and report data from patient on barriers, health care, medications, prior treatments, etc.
- Participates in integrated behavioral health team meetings and quality improvement initiatives.
- Supports patient self-management of disease and behavior modification interventions.
- Coordinates continuity of patient care with external healthcare organizations and facilities, including transitions of care.
- Promotes clear communication amongst a care team and treating clinicians by ensuring awareness regarding patient care plans.
- Emphasize continuity of care, thus reducing or eliminating fragmentation, duplication, and gaps in treatment plan.
- Plans and delivers daily status updates.

ADMINISTRATIVE

- Evaluates clinical care, utilization of resources, and development of new clinical tools, forms, and procedures.
- Enhance communication and collaborative relationships with multidisciplinary team members
- Participates in the orientation, training and evaluation of new staff, as indicated.
- Works with an interdisciplinary team and others to collect data, track outcomes, and support strategic planning processes.
- Delivers quarterly reports demonstrating outcomes and performance improvement activities.
- Responsible for outreach efforts to establish and maintain positive working relationships with key referral sources and vendors.
- Acts as a patient advocate protecting privacy and confidentiality issues.
- Provides patient education, monitoring of health needs, and coordinating of community resources.
- Prevents adverse patient occurrences when possible and intervening quickly if prevention is not possible, thereby minimizing poor outcomes.
- Maintains a comprehensive working knowledge of community resources, payer requirements, and network services for target population.
- Identifies opportunities for health promotion and illness prevention.
- Presents current practice case studies at educational sessions.
- Attends meetings as required.
- Designs or participates in the creation of health education materials.
- Maintains and adheres to quality, safety, and/or infection control standards.
- Performs additional job-related duties as assigned.

EXPERIENCE

- 1 year of experience in a clinical setting is preferred.
- Outpatient primary care experience preferred.
- Integrated Care or Behavioral Health experience preferred.



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QUALIFICATIONS (Indicate years of similar job experience required)

Required:

- Graduate of an accredited LPN nursing program.
- Current Licensed Practical Nurse license for Montana.
- One year of full-time LPN clinical experience providing hands-on healthcare.
- Must have a valid driver's license and/or reliable transportation.
- Diplomacy in dealing with patients, staff and the public.
- Current PPD or chest x-ray, current immunization status for healthcare workers.
- Current CPR certification with the ability to perform CPR as needed.
- Must pass a pre-employment criminal background check with fingerprinting, and subsequent clearance as verified by the U.S. Dept. of Health and Human Services Office of Inspector General (OIG).
- Proficient computer skills, including Microsoft Office (specifically Word and Excel), electronic medical records, email and data base software.
- Requires excellent leadership, organizational, written and verbal communication, and interpersonal skills
- Demonstrates sound judgment, decision-making, critical thinking and problem-solving skills
- Able to maintain confidentiality and privacy with all aspects of information in accordance with practice, State and Federal regulations.
- Practices, develops and endorses customer service skills.
- Strong professional level of knowledge and comprehensive clinical assessment skills in the adult population and chronic disease management
- Ability to plan, implement and evaluate individual patient care programs.
- Basic knowledge of managed care.
- Ability to read, understand, follow and enforce safety procedures.
- Ability to work with a high-risk, minority population and maintain emotional stability to cope with human suffering, emergencies, and other stressors.
- Ability to work effectively at all levels in a collaborative, customer service oriented, team environment.

PHYSICAL DEMANDS

Essential job duties may require occasional lifting, pushing and pulling up to 50 pounds. The ability to occasionally stoop, kneel, crouch and utilize reaching, handling, fingering and feeling movements is required. The ability to hear normal conversational discussion and near and far visual clarity is required. Requires the manual dexterity to perform manual nursing skills, such as drawing blood, giving injections, filling syringes, etc. The employee may risk exposure to potentially dangerous situations, including exposure to communicable diseases. The employee may be required to provide service in home settings, which may require climbing of stairs and driving a motor vehicle for transportation.



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Preference in employment is given to qualified Native American candidates, in accordance with Title 42CFR36.221.

Employee may be asked to stay or report to work, when needed to complete tasks to the benefit of the community. This may require working a nontraditional work schedule or working outside normal assigned duties to complete mandatory tasks or community activities.

Employee Printed Name

Date

Employee Signature

Executive Director Signature

Date

