



JOB TITLE: Licensed Practical Nurse

STATUS: Full-time, Part-time, or PRN, Non-exempt

RESPONSIBLE TO: Health Center Manager

General Description: The Licensed Practical Nurse is a part of the health center team that provides family planning and abortion services for Planned Parenthood Health Systems, Inc. (PPHS) in accordance with PPHS and PPHA policies, protocols, and procedures.

DUTIES AND RESPONSIBILITIES:

- Provides excellent customer service, eliciting client needs, and educating clients on Planned Parenthood services and community resources.
- Provides education in a non-judgmental manner to patients by providing support and information on reproductive and sexual health issues, including birth control methods, pregnancy options including abortion, STI's/HIV and safer sex.
- Provides telephone coverage for incoming calls, request for Center appointments and also other information calls that may require education about PP services and/or appropriate referrals, within or outside Planned Parenthood.
- Performs receptionist duties for the Center by following the established appointment schedule system, greeting patients in a welcoming and courteous manner, maintaining the patient log, preparing medical records, and answering incoming telephone calls.
- Conducts patient interviews and completes all necessary forms and records for patient services in an efficient and accurate manner.
- Obtains blood and urine specimens; performs venipuncture and IM injections under supervision of Clinician.
- Prepares patients for exams and assists in completing patient work-ups, i.e., blood pressure, weight/height, temp, blood draws, medical history, etc.
- Follows Center procedures for the completion and follow-up of lab work including the provision of results of patients.
- Follows center procedures for the processing and provision of OTC and prescription medication and birth control supplies.
- Assists in assuring the Center remains in working order by maintaining an adequate stock of center supplies.
- Assists in maintaining an attractive and comfortable appearance of the Center.
- Assists Center Manager in the development and implementation of new staff training.
- Participates in developing and implementing non-medical procedures for operation of center. (e.g. medical records management, billing, waste management, quality and risk management, informed consent, marketing, education, and outreach.)

- Works as a team member to meet or exceed center productivity and customer satisfaction goals.
- Participates in maintenance of PPHS referral and follow up system for patients with abnormal medical conditions.
- Demonstrates an understanding of and commitment to PP core values of respect, knowledge, responsibility, choice, health, compassion, and access; practices these values in relations with internal and external clients.
- Responsible in doing duties in all abortions services stations, to include laboratory processing and quality control, client education and informed consent sessions on mifepristone medication and surgical abortions, front desk/intake process, ultrasound, intra-procedural MD assisting, prepping and cleaning rooms, POC evaluation, and oversight and discharge of clients in recovery room.
- Provides nursing care to the patients in recovery room in accordance with all Planned Parenthood policies, procedures, and all applicable state (Dept of Health, Pharmacy Board, Nursing Board, Medical Board) and federal (OSHA, CLIA, DEA) regulations.
- Assists Clinician/Physician with routine procedures and emergencies during clinical sessions.
- Participates in maintaining a clean and safe environment.
- Monitors inventory and logs on a weekly basis for all routine and emergency medicines and supplies; notifies health center manager of supply needs, disposing of expired medications and supplies as per PPHS protocol.
- Reviews laboratory and pathology reports and completes appropriate follow-up with patients.
- Takes responsibility to remain informed about family planning methods, abortion issues and technology, services offered by PPHS, PPHS protocols, policies, and procedures to give regular feedback to the Health Center Manager regarding training and continuing education needs.

Other Duties:

- Special projects/ other duties as assigned by Health Center Manager.

Qualifications:

Education: LPN license in the state where assigned (NC, SC, VA and/or WV)

Experience: Experience in GYN setting required; experience in abortion services preferred. Experience in ER helpful.

Personal: Understanding of and commitment to PPHS goals and mission. Must be able to prioritize. Good communication and strong organizational skills. Ability to work independently as well as part of a team. Requires in and out of state travel.

Vision Hearing and Speaking: Use of automobile may be required. Required to read and analyze data daily. Required to communicate with staff and public in person and via telephone daily.

Agility and Dexterity: Must input and retrieve data daily. Must perform written communication and use office equipment daily.

Mental: Required to read, comprehend and analyze data daily

I have received a copy of this job description, which I have read and understand.

Employee Signature

Date