POSITION DESCRIPTION

TITLE: Licensed Practical Nurse - (Contingent, Part-time)

Collective Bargaining - Ineligible - Contingent
Contingent positions are not eligible to participate in collective bargaining.

JOB SUMMARY:

The part-time Licensed Practical Nurse (LPN) is responsible for providing direct nursing care to college-aged students under the supervision of a registered nurse. The part-time LPN reports to the Assistant Director of Health Services in the Wellness Center.

All duties are performed according to the standards outlined by their license. The LPN demonstrates outstanding communication, listening, and observation skills. The LPN accepts delegation by the registered nurse by completing a variety of tasks related to patient care, time management, organization, and communication. The LPN must demonstrate a commitment of quality service to our patients, the public and our campus community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures in the employee handbook.
- Respects the dignity and confidentiality of patients.
- Complies with all HIPPA laws and regulations, and facility policies and procedures.
- Maintains accurate and timely records in the electronic health records.
- Keeps licensure and certifications current.
- Collects and processes lab specimens, including COVID-19.
- Maintains a safe and orderly clinic environment.
- Responds to emergencies and performs CPR.
- Provides clinical support during telehealth visits.
- Follows all facility standard operating procedures.
- Adheres to bloodborne pathogen exposure control plans.
MINIMUM QUALIFICATIONS:

- Education: Active LPN license issued by the Maryland Board of Nursing, in good standing.
- Experience: One (1) or more years of clinical experience.
- Ability to communicate in English, both orally and in writing.
- Valid American Heart Association Basic Life Support card.
- Excellent phlebotomy skills.
- Physical activity requirements include climbing up and downstairs, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, and hearing.
- Successful completion of drug screen, criminal background check, and other agency screening/application requirements.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.