



Health Job Function

Licensed Practical Nurse (LPN)

Grade 54

Summary

Under supervision of the Nurse Manager and in collaboration with other team members, provides direct and indirect patient care in accordance with the Nurse Practice Act, professional standards of care, state regulations and accreditation standards and HUHS philosophy, policies, and procedures.

Typical Duties

1. Interviews patient about current problems, medications, and allergies and reviews medical record for pertinent previous and current information.
2. Participates in patient treatment regimen, including administering medications (under the supervision of a physician and registered nurse).
3. Establishes and documents patient treatment regimen under supervision of RN or MD and implements treatment.
4. Performs routine immunizations, nebulizer treatments, and visual acuity testing, and administers and reads TB tests.
5. Assists in phlebotomy: identifies patient, checks requisition form for requested tests, and prepares equipment, patient and puncture site.
6. Assists in IV set-up: verifying solution to be administered, evaluating infusion site, checking IV function and patient comfort, and discontinuing IV at appropriate time, as ordered by MD.
7. Maintains adequate inventory of examination room supplies and prepares exam rooms at the beginning and end of day and between each patient contact.
8. Performs variety of office responsibilities: answers phones and takes messages and performs triage within scope of licensed practical nursing practice in an accurate and timely manner.
9. Facilitates and assists in the coordination of patient referrals.
10. Participates in the orientation and training of new personnel.

Typical Requirements

Education: Graduate of accredited school of licensed practical nursing.

Skills and Experience: Current Massachusetts practical nurse license. One year of work experience in ambulatory care setting preferred. Demonstrated ability to work as part of a team.

Excellent interpersonal and organizational skills. Ability to work independently and without immediate supervision.

Other [HUCTW generic job descriptions](#) can be found in HARVie's Union Contracts section.