County of Door
Licensed Practical Nurse LTE

Status: Non-Bargaining
Department: Public Health
EEO: 02 Professional

Salary: $22.00/hr.
Revision Date: 08/13/09

General Summary

Performs direct nursing service in community. Responsible for specific duties related to implementation of vaccination clinics. Reports to Vaccination Clinic Team Leader.

Duties and Responsibilities

Essential Job Functions

1. Maintain and deliver excellent customer service.
2. Set up and tear down of individual clinic sites.
3. Process all paperwork completely.
4. Dispose of bio-hazardous waste appropriately.
5. Verify consent is obtained from all patients receiving vaccinations.
6. Administer vaccines.
7. Follow all medical protocols and procedures.

General Job Functions

Reporting Relationships

Reports to the Vaccination Clinic Team Leader

REQUIREMENTS

Training and Experience

1. Current status as State of Wisconsin Licensed Practical Nurse

Knowledge, Skills, and Abilities Required

1. Ability to exercise good independent judgment in making decisions and use of discretion in handling confidential information.
2. Ability to perform quality nursing services according to professional standards.
3. Excellent interpersonal skills, professionalism and organizational skills are essential.
4. Ability to communicate effectively and concisely, both orally and in writing.
5. Ability to work effectively with staff, clients and target segments of the community.
6. Ability to implement assigned components of vaccination programs.
7. Capable of traveling to clinics, and sites throughout the county.
8. Requires accurate patient documentation and consent form completion.
9. Have a working knowledge of Immunization Clinic policy and procedures.
10. Have a working knowledge of vaccine safety control requirements.

Physical & Working Conditions

Over 75% of time worked will be indoors in a variety of settings such as an office or in meeting rooms. When in the community, a somewhat normal environment exists with little or no discomfort from extreme temperature, dust, wetness or the like. During direct nursing activities, exposure to communicable diseases, but use of appropriate preventative measures will minimize this occurrence. Field assignments will involve working with individuals of various social-economic and cultural backgrounds, and groups that may range from community-based service organizations to governmental agencies. Occasional exposures to traffic hazards and weather hazards while driving and occasional exposure to noisy, stressful clinic situations. Some evening work may be required.

Approximately 25% of time worked involves sitting, talking and listening to others, and using near vision to assess clients and to operate a personal computer. Approximately 75% of time involves low to medium handling (i.e. typing, handling medical instruments and medical equipment – syringes and bandages). Approximately 65% of time worked involves standing, reaching, using far vision, and using medium to high finger dexterity. Approximately 10% of time involves walking, climbing stairs, bending, twisting, and lifting and carrying objects weighing up to 40 lbs. which includes lifting reports and files weighing up to ten pounds, setting up rooms such as clinic supplies including tables and chairs. In unusual situations, the work involves stooping, kneeling and pushing objects on wheels that weigh up to 40 lbs.

EQUIPMENT OPERATED:

Medical diagnostic and treatment equipment such as stethoscope, blood pressure measuring device, syringes, Hemocue, electronic test equipment, automobile, personal computer, copy machine, calculator, fax machine, and audio-visual equipment.

PERSONAL PROTECTIVE EQUIPMENT:

Eye, hand and hearing protection, CPR masks. Personal protective equipment when indicated.

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. They may be subject to change at any time due to reasonable accommodation or other reasons.

Approvals:

Rhonda Kolberg — 8-20-09

Name — Department Head — Date

Kelly Hendee — 8/18/09

Name — Human Resources Director — Date