

**LPN for Mobile Clinic and Chronic Care Manager
Pennyroyal Healthcare Services, Inc.**

REPORTING/COORDINATING RELATIONSHIP: Director of Nursing

SUPERVISORY RESPONSIBILITIES: N/A

RESPONSIBILITIES INCLUDE: (Primary responsibility will be to cover the Mobile Clinic; Secondary responsibility will be to work as a Chronic Care Manager; Tertiary responsibility will be to cover in-clinic)

This position will be based in Hopkinsville. Duties include:

1. Coordinate the program of Chronic Care Manager with the providers and patients.
 - a. Works in collaboration and continuous partnership with the chronically ill or "high risk" patients and their providers, family, and community resources in a team approach.
 - b. Create and promote adherence to a care plan developed in coordination with the patient, Primary Care Provider, and, if needed, family/caregivers.
2. Documentation in EMR to meet standards of care and billing requirements.
3. Be responsible for the nursing needs of the mobile clinic services and coordination of the mobile clinic on-site services.
4. Take vital statistics of patients, including monitoring blood pressure, temperature, pulse, and/or oxygen and weight. In the event of an abnormal reading, the medical provider, supervisor, or other medical professional on staff will be notified.
5. Follow proper protocols to avoid the spread of germs, spores, and contagions which transport disease as well as any other tasks related to infection control.
6. In-house lab procedures.
7. Monitor medication utilization by patients, as applicable.
8. Administer injectable medications as necessary as prescribed by the staff physicians/APRNs.
9. Monitor lab and diagnostic testing, or complete CLIA waived tests as appropriate/required.
10. Input prescription information in the database as needed/required.
11. Engage in community marketing activities.
12. Provide in clinic coverage for nurses as required for Primary Care when mobile clinic is not in operation.
13. Assist the APRN/Physician in the management and coordination of care and follow-up of patients.
14. Assist the APRN/Physician as needed, provide health screenings and respond to medication calls/requests and pre-authorizations, as required.
15. Provide education/training to patients either individually or in groups.
16. Assist with histories, physicals and gynecological exams office procedures, as requested.
17. Assist patients with obtaining health resources and information as appropriate or assigned.
18. Documentation in EMR to meet standards of care and billing requirements.
19. Work with team of Physicians to streamline and improve patient care.
20. Populate patient history in EMR based on Physician notes.
21. Enter x-ray, lab, and/or diagnostic test results.
22. Prepare information for appointments based on the Physician needs.
23. Perform general typing for Physician as needed.
24. Ensure accurate and complete EMR for each patient.
25. Perform other duties as required/assigned.

MINIMUM QUALIFICATIONS:

LPN with at least three years of experience in a healthcare setting. Requires experience in supervising program operations. Must hold an active Kentucky nursing license, have a valid driver's license, proof of automobile insurance, and reliable transportation. Must pass a Criminal Records Check and a Sexual Offender Registry Check. Must present proof of a recent (less than 1-year-old) TB skin test.