**Job Title:** LPN

Non Exempt

**Reports to:**

**Supervisory Responsibilities:**

**Position Summary:**

**Duties and Responsibilities:**

* Responsible for the timely retrieval of individual records upon request
* Monitors the collection, processing, maintenance, storage, and appropriate access to and usage of patient and clinical records
* Assists as required with pre-operative and post-operative visits
* Provides assistance to RN with opening and closing duties
* Prepares instruments, equipment, and operating room
* Charting; prepares surgery notes and progress notes
* LPN/LVN to provide support for physician during procedure as necessary
* Cleans and sterilizes operating room and instruments
* Explains treatment procedures, medications and physician's instructions to patients and caregiver(s)
* Schedule follow-up appointments
* Maintain appropriate medical supply

**Required Skills and Abilities:**

* Must have valid and current State LVN/LPN License
* Must be ACLS certified within 90 days of hire and maintained annually
* Sound clinical judgment regarding wound assessment including s/s of infection, bleeding, proper healing, etc. is essential
* Ability to interpret a variety of instructions in written, oral, diagram or schedule form
* Ability to write reports and correspondence
* Ability to problem solve and clarify necessary steps of logic and reasoning in a professional manner
* Must be familiar with MS Office, including Excel
* Ability to add, subtract, multiply and divide

**Education and Experience:**

* Must be a graduate of an accredited program for LVN/LPN having successfully passed the state licensing test

**Physical Requirements**: