

At TLP, we are committed to improving the lives of the children we serve by providing quality care in a child-centered environment, listening to our young patients and their families who we are privileged to serve, guiding our patients along a path of optimal health and wellness, and continually pursuing excellence at all levels through continuing education.

We are currently seeking a Licensed Practical Nurse to join our team. We are a patient/family-centric pediatric office, and the clinical staff are an integral part of the health care team in coordinating and providing quality patient care.

Primary responsibilities include:

(Floor nursing)

- Room patients; take and record vitals
- Check and reconcile meds and allergies
- Update problem list
- Prepares patient for visit (gives gown, advises parent/guardian to undress child)
- Review immunizations. If no records, ascertains that records have been requested
- At PE gives out appropriate handout packet and developmental screening tools
- Charts results of screening tools – ASQ, MCHAT, Depression, ACT etc.
- Gives vaccinations, obtains hgb, lead screens, throat cultures, and urine samples. Performs rapid strep, urinalysis, pregnancy tests, ear lavages, spirometry and places PPD. Sends labs to UVMCC.
- Stocks rooms in morning and tidies up between patients and at end of day.
- Responsible for lab quality controls and autoclaving instruments
- Data entry into EMR
- Attend staff meetings and training sessions

(Phone Triage)

- Answers incoming calls from families who call with patient concerns using telephone triage protocols and documents all calls in the electronic health record
- Records in EHR Task noting all conversations and advice given
- Schedules and triages sick calls
- Attends Staff mtgs and training sessions
- Processes prescription renewals per protocols
- Takes calls from community providers and channels them appropriately. Takes radiology reports and lab results called in and forwards them appropriately per protocol
- Monitors 4 task lists throughout the day – Phone Room, Call with results, Nurse’s own task list and Lab Results worklist.
- Completes school, camp, sports and others forms that are sent in.

Qualifications:

Educational and/or Professional Qualifications:

LPN: Active Vermont license, in good standing.

Experience: One year in a primary care or pediatric area preferred.

Special Skills/Knowledge: Demonstrates competence in clinical skills. Exhibits maturity with ability to work in stressful situations. Patience, tact, professionalism and good communication skills with personnel, medical staff, patients and public are essential. Proficiency using electronic medical records.

Equipment and Materials Knowledge: Medical equipment as it relates to patient care; Computer equipment needed for assigned duties.

To apply for this position, please submit resume to tsouthworth@pchpmd.com.