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#### LPN : Center for Student Wellness

St. Bonaventure University seeks a Licensed Practical Nurse (LPN) to work in a 9-month full time benefited position.

**Minimum Qualifications:**

* **Education:** At least an associates LPN degree with current and active New York State LPN license, in good-standing, and currently registered to practice in the State of New York; Holds a CPR certification.
* Maintains competence through participation in continuing education and other appropriate learning experiences on campus, when provided, or off campus when needed.
	+ *It is expected that the incumbent will maintain the license and adhere to any and all continuing education requirements without prompting by supervisor.*

**Experience:** At least two (2) years’ work experience as a LPN in Health or Occupational setting.

**Knowledge, Skills, and Abilities:**

* Experience using electronic medical record systems.
* Must possess a clear understanding of HIPPA laws and confidentiality and protects the confidentiality of the student and his/her medical records.
* Patient chart management: current electronic charts, inactive charts, and alumni charts (paper or electronic) in accordance with appropriate information management guidelines including chart assembly (scanning and documenting in the proper sections of the electronic chart), chart compliance with NYS standards and SBU policy, and shredding charts of alumni/inactive students per document management guidelines.

**Essential LPN Functions:**

* Provide LPN-level nursing care to students and university employees in accordance with professional licensing guidelines, and under the direct supervision of the staff RN and physician. Responsibilities will include but not necessarily be limited to:
	+ Collecting initial information submitted electronically via the EMR or over the phone to help the RN or MD determine whether or not a patient is to come to Health Services (due to current COVID-19 protocols);
	+ Rooming patients (when applicable) and obtaining vital signs;
	+ Conducting laboratory/testing procedures on-site or processing laboratory order paperwork;
	+ Documenting patient visit and/or laboratory information appropriately in the EMR.
* Answer phones, schedule student appointments, process student email inquiries or redirect them where appropriate to other staff.
* Provide report of patient information to the RN and/or the medical services provider prior to, during, or following a patient care visit.
* Provide information or health education and/or informational materials to as directed by the RN or medical services provider.
* Assist in making referrals to on or off-campus healthcare providers.
* Processes consent and release of information requests.
* Scan and appropriately store documents on the EMR
* Assist in processing any information or communications that are received through the Health Portal: Immunization records, health history forms, etc.
* Performs other duties as assigned.

**Supplemental Functions:**

* Shares responsibility for the general upkeep of Student Health Services offices and patient rooms including appropriate sanitation/disinfection and disposal of medical waste in accordance with Occupational Safety and Health Agency (OSHA) guidelines and local policy/procedures.
* Help with staff, campus functions when needed.

**Working Conditions :**

Physical strength/endurance to enable him/her to perform/participate in the following activities:

* Physically able to lift various materials up to 50 pounds on an occasional basis. Any item over 50 pounds would require incumbent to request assistance. May be required to assist in moving a person.
* While performing required job tasks, physically able to walk and/or remain standing up to 30% of the time.
* May be exposed to blood borne pathogens and other possible pathogens.

Interested parties may submit cover letter, resume and contact information for three references to hr@sbu.edu

*St. Bonaventure University is an Affirmative Action/Equal Opportunity educational institution. It is guided by the principle that equal opportunity means more than equal employment opportunity, and that access to facilities and services shall be available to all people regardless of their race, color, religion, sex, national origin, age, veteran status, disability, marital status, sexual orientation, or gender identity/expression. This principle is applicable to every member of the St. Bonaventure community, both students and employed personnel at every level, and to all facilities and services.*

In light of its commitment to create and maintain a safe learning and working environment, employment with St. Bonaventure University requires successful completion of a background screening.