



POSITION NUMBER: 6992

**UNIVERSITY OF SOUTH ALABAMA
HUMAN RESOURCES
ANNOUNCEMENT OF VACANT POSITION**

TITLE: Clinical Licensed Practical Nurse
Regular/Full-time

Monday – Friday
8:00 a.m. – 5:00 p.m.

MINIMUM REQUIREMENTS: Graduation from an accredited school of practical nursing meeting the minimum standards set by the state of Alabama and licensure with the state of Alabama as a licensed practical nurse.

ESSENTIAL FUNCTIONS: Obtains vital signs to include weight, blood pressure, temperature and pulse; assists physicians with patient examinations; completes lab slips and x-ray requests and schedules hospital procedures as requested by physician; instructs patients and families in disease prevention and helps them understand their illness; maintains patient medical records; obtains pre-admission certification from insurance carriers for required diagnostic testing, hospital admissions and surgeries; cleans and re-stocks exams and notifies RN of needed supplies; dispenses medications and administers injections according to physician's orders; phones prescriptions in to pharmacies as ordered by physician and documents in patient file; interacts by phone, letter, or in person with patients, family members, physicians, staff and personnel from other departments, hospitals, and insurance companies according to HSF policies and procedures; reviews lab and notifies physician of abnormalities and ensures all labs are reviewed and initialed by physician; reviews patient chart prior to office visit; regular and prompt attendance; ability to work schedule as defined and overtime as required.

Related duties as required.

Qualified applicants may apply in person Monday-Friday, 8:00 a.m. – 5:00 p.m. in the office of Human Resources or complete the electronic employment application forms as per the on-line Application Process instructions and send them to:

Human Resources
University of South Alabama
USA Technology & Research Park Bldg III, Suite 2200
307 University Blvd N.
Mobile, Alabama 36688-0002
jobscampus@usouthal.edu

LOCATION: Medicine/Cardiology
Knollwood Medical Park

OPEN AS OF: February 12, 2008

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AN EQUAL OPPORTUNITY / EQUAL ACCESS EMPLOYER