



POSITION NUMBER: 7958

**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: Assists physicians in examination and testing; calls patients from waiting area and obtains brief summary of complaint/reason for visit; records height, weight, blood pressure, pulse, and temperature; sets up treatment room, prepares patient and drapes for examination; instructs patient in obtaining urine specimen; collects, cleans, and sterilizes instruments and operates autoclave machine; catheterizes patients; obtains phone reports of laboratory and x-ray results not in charts; reviews patient chart prior to office visit; floats from assigned side/area to accommodate staff during lunch hour periods and other personnel shortages; ensures patient confidentiality; maintains adequate supplies by checking inventory and reporting supply needs; administers and records injections; attends scheduled nursing personnel meetings and participates in on-going problem-solving process; assists physicians with special OB-GYN procedures to include colposcopy, endometrial/cervical/vulva biopsies postcoital testing, diaphragm fitting, IUD insertion, Norplant removal, obtaining viral and bacterial cultures, culdocentesis, artificial insemination, catheter insertion, cryosurgery, LEEP, and urodynamic testing; removes sutures and surgical clips, carries out wound care postoperatively; inserts indwelling catheters and instructs patients in self-care; carries out patient instruction of proper diet, explanation of office and operative procedures; assists in processing patient lab specimens to include drawing blood samples; assists in conducting non-stress testing; 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: OB-GYN
USA Children's & Women's
OPEN AS OF: April 10, 2008

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AN EQUAL OPPORTUNITY / EQUAL ACCESS EMPLOYER