



POSITION NUMBER: 8252

**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: Clean and restock exam rooms, nurses stations and labs; set up exam rooms for exams and procedures; obtain vital signs, height and weight on patients; assist physicians with exams and procedures; phlebotomize patients; collect and process lab specimens; clean and sterilize instruments; triage patients at the office and over the telephone; call in prescriptions by phone; administer injections and medications; escort patients to exam rooms, waiting room, or automobile; maintain inventory of clinic supplies; prepare lab x-ray, and referral forms; schedule referral appointments, maintain and file medical records; participate in office in-services; schedule patient tests and explain procedures; check incoming labs and notify physicians of abnormalities; check charts for upcoming clinics; explain medication instructions to patient/parent/guardian; box and transport infectious waste following appropriate safety handling procedures; 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: Stanton Road Clinic
USA Medical Center

OPEN AS OF: August 6, 2008

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AN EQUAL OPPORTUNITY / EQUAL ACCESS EMPLOYER