



(Job Id 5251)

Employment Type: Employee

Location:Chicago, IL

Hospital:RUSH University Medical Center

Department:Rush Access Center - Office

Work Type:Full Time (Total FTE between 0.9 and 1.0)

Shift: Shift 1

Work Schedule:Flexible Schedule (8hr & 10hr shifts available)

Summary:

The Medication Refill – Licensed Practical Nurse (LPN) is responsible for nursing care under the supervision of a Registered Nurse (RN) and within the appropriate scope of practice. The Medication Refill – LPN performs medication refills and care gap closure utilizing established, evidence-based protocols.

The Medication Refill – LPN position is a fully remote role which reports to the Clinic Manager, RN – Access Center. The Medication Refill – LPN must exemplify the RUSH mission, vision, and values while acting in accordance with RUSH University Medical Center policies and procedures.

Responsibilities:

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1. Medication Refill Management:
 - Process medication refill requests from patients and pharmacies.
 - Review prescription details, dosage instructions, and medication history.
 - Verify prescription validity and patient eligibility for refills.
2. Patient Assessment and Education:
 - Educate patients about their medications, including dosage, administration, and potential side effects.
 - Address patient questions and concerns regarding medications.
3. Collaboration and Communication:
 - Communicate with healthcare providers to clarify prescription details or obtain necessary approvals.
 - Collaborate with pharmacists to resolve medication-related issues.
 - Maintain clear and accurate documentation of all communication and actions taken.
 - Maintains positive, professional relationships with all members of the healthcare team through effective communication, mutual support, and respect. Collaborates and communicates consistently and effectively with other disciplines and services to meet the needs of patients/families
4. Quality Assurance:
 - Ensure compliance with regulatory guidelines and best practices related to medication management.
 - Participate in quality improvement initiatives to enhance medication refill processes.
 - Demonstrates accountability for own professional practice, including progress toward achievement of annual goals.

Other information:

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Required Job Qualifications:

- Current Licensed Practical Nurse (LPN) license in Illinois
- Current CPR Certification

Preferred Job Qualifications:

- Previous ambulatory experience
- Epic ambulatory experience
- Current State of Indiana Licensed Practical Nurse licensure; or able to acquire within 3 months of employment
- Medication/refill processing experience

Rush is an equal opportunity employer. We evaluate qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, veteran status, and other legally protected characteristics.