

POSITION TITLE: Part-Time Licensed Practical Nurse

Position Summary

Perform non-surgical treatments as elective esthetic procedures in accordance with established treatment protocols, scope of practice, organizational policies & procedures, and all other governing standards.

Qualifications

- LPN Licensure from accredited school of nursing
- Current NYS Licensure
- CPR certified
- 2+ years of experience as an LPN in the field of medicine
- Ability to communicate professionally and effectively with clients, staff, management and physicians
- Ability to resolve conflict among patients in a timely and efficient manner
- Ability to work with and to maintain confidential client information
- Ability to take direction and follow through on assignments and responsibilities
- Basic knowledge of Millennium, Outlook, working with camera and downloading information to computer

Duties and Responsibilities

Patient Care

- Assess client at time of consultation and identify health and medical risk factors
- Perform non-surgical, elective esthetic procedures in accordance with NYS standards
- Accurately document treatment, follow-up and/or client concerns in chart using approved guidelines/forms for procedure
- Take before and after photos on all clients and download to computer
- Determine the effectiveness of the treatment plan with documentation of client care outcomes
- Reassess and modify the plan as necessary to achieve health and esthetic goals
- Provide accurate, appropriate and immediate responses to all requests by clients, ensuring complete customer satisfaction
- Ensure client has an excellent experience by minimizing pain and ensuring comfort level at all times
- Immediately counsels with Physician for any client concerns or problems
- Have a thorough knowledge and understanding of Medical Spa services and of medical-grade skincare product lines we retail
- Recommend and promote products to client
- Consult and educate client on all aspects of the Medical Spa
- Actively build repeat clientele by ensuring on-going high level of customer satisfaction

Administrative

- Oversee and ensure compliance with quality assurance standards, state and federal regulations
- Exhibit a professional attitude, diplomacy and an ability to handle difficult situations
- Ensure appropriate documentation
- Maintain licensure, certification and accreditation through continuing education courses
- Keep current on new technologies and treatments involving the Medical Spa
- Maintain prompt and regular attendance
- Attend and participate in general staff meetings as scheduled

- Participate in planned seminars
- Maintain a positive attitude and contributes toward a quality work environment
- Maintain a polished and professional personal image

***Note:** All duties and responsibilities stated are essential job functions. Staff members may be required to perform additional job-related duties as assigned by management.