DEPARTMENT: Heath Center **JOB TITLE: Licensed Vocational Nurse (LVN)**

FLSA STATUS: Non-Exempt SUPERVISES: Directly-0 Indirectly-0

REPORTS TO: Health Center Manager

PREPARED BY: Human Resources Date: 6/1/04 revised 2/5/06, 6/23/17, 8/2/17

APPROVED BY: Date:

**SUMMARY:** Under the direct supervision of the Health Center Manager and in consultation with the Medical Director, the Licensed Vocational Nurse provides professional standard outpatient nursing services. He/she provides backup for the Medical Assistants as deemed necessary by the Health Center Manager. Provides assistance and support to the Health Center Manager as needed, in accordance with current policy and procedure, applicable federal, state, and local standards, guideline, and regulations.

**REQUIREMENTS: EDUCATION, LICENSING, AND EXPERIENCE:**

* Current, valid California Vocational Nurse license
* BLS Card
* Minimum 1-year experience as LVN, required; outpatient clinic experience, preferred

**LANGUAGE SKILLS:** Bilingual and Biliterate in English/Spanish or language(s) other than English strongly preferred.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Provides nursing services including: administration of medications and injections to patients as directed by the providers; immunizations; referrals to other providers and community health resources; and health instruction to patients or following examinations.
* Monitors patient flow and assists Medical Assistant staff in preparation of examination rooms, preparation of patients for exam, and taking of vital signs of patients. Assists provider with examination and procedures as requested. Reassures and comforts patients who are apprehensive about pending examinations and treatment.
* Documents patient’s current medication list, including name(s) of medications, dosages, frequency, duration and start date. Administers treatment as prescribed through written Provider orders, and notes procedure in chart.
* Performs EKGs, Spirometry, and acts as Medical Assistant backup for lab protocols, when directed by provider, Health Center Manager and/or Medical Director.
* Performs laboratory procedures from specimen collections, as authorized and allowed by the Practitioner/Medical Director.
* Maintains medication and refrigerator logs current.
* Assures that all laboratory logs (Inventory, Patient injection/vaccine administration, Temperature, Autoclave, Spirometry / ECG and lab controls, etc.) and maintenance of hemoglobin, urinalysis, autoclave PT/INR and glucose equipment is up to date.
* Organizes orientation, training, growth and development of MA staff. Identifies problems making timely recommendations for their solution.
* Assists in preparation of MA and support staff schedules and assures that adequate coverage is provided to providers.
* Assist in preparation of monthly MA schedule for lab responsibilities and duties.
* Attends general and medical staff meetings and participates in quality improvement projects.
* Assist Health Center Manager with preparedness for Healthcare Effectiveness Data and Information Set (HEDIS)Programs.

* Assist the Health Center Manager and Medical Director on matters relating to nursing practices and participates in development of policies and protocols for patient care. Assists in the performance appraisals of personnel through documentation and input to the Health Center Manager.
* Assists Health Center Manager to adequately supply routine medical supplies; reorders supplies through established purchasing procedures. Maintains an accurate inventory of medical supplies to ensure services are not compromised due to unforeseen shortages.
* Performs vaccine inventory and places orders to the Vaccine for Children program once a month.
* Assures that all Vaccines Information Statements are up to date and reported to appropriate agencies and/or programs as required.
* Performs all duties in support of successful EHR initiatives.
* Performs other related duties as may be assigned by the Health Center Manager and/or Medical Director.

**OTHER SKILLS and ABILITIES:**

* Excellent communication skills at level necessary for taking patients’ medical history, understanding provider and supervisor instructions, and for accurately documenting patients’ medical information.
* Ability to effectively communicate with patient population and staff while demonstrating a high degree of diplomacy and tact.
* Intermediate to advanced computing and phone skills.
* Working knowledge of “Universal Precautions” and demonstrated professionalism always.
* Ability to multi-task and work effectively in a high-stress and fast-moving environment
* Possess a thorough understanding of the importance of confidentiality and non-disclosure according to the general standards set forth by HIPAA.
* Culturally sensitive and demonstrated ability and effectiveness working with ethnically diverse populations.
* Demonstrated flexibility and willingness to work on an as-needed basis to meet operational needs of the clinic.
* Ability to respond to common inquires or complaints from patients, residents, family members, regulatory agencies, or members of the business community.

**PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms and talk or hear. The employee is occasionally required to stand, walk, climb or balance, stoop or crouch.

The employee may occasionally lift and/or move up to 40 pounds and push up to 100 pounds on wheels. Specific vision abilities required by this job includes close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. (See complete “Physical Requirements” attached).

**WORK ENVIRONMENT**: The business office work environment characteristics described here are representative of employee encounters while performing the essential functions of this job.

**RISK EXPOSURE CATEGORY I**: Risk of exposure to blood/body fluids.

**DISCLAIMER**: This job description indicates the critical features as described under the headings above. They may be subject to change at any time due to reasonable accommodation or other reason.

**PHYSICAL REQUIREMENTS: Licensed Vocational Nurse**

Please check one box below in Section I and Section II which apply to this job description. Comments can be made in Section III.

| C = Constant (76-100%)F = Frequent (51-76%)O = Occasional (26-50%)S = Seldom (1-25%)N = Never (0%) | E = Regardless of frequency, this activity is indispensable.M = This activity is useful and helpful but not absolutely essential. |
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 **Section I Section II Section III**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Basic Skills:** |  **C** |  **F** |  **O** |  **S** |  **N** |  **E** |  **M** | **Comments:** |
| Reading |  X |  |  |  |  |  X |  |  |
| Writing |  X |  |  |  |  |  X |  |  |
| Math |  X |  |   |  |  |  X |  |  |
| Talking |  X |  |  |  |  |  X |  |  |
| Hearing |  X |  |  |  |  |  X |  |  |
| **Physical Demands:** |  **C** |  **F** |  **O** |  **S** |  **N** |  **E** |  **M** |  |
| Sitting |  |  X |  |  |  |  X |  |  |
| Standing |  |  X |  |  |  |  X |  |  |
| Walking |  |  X |  |  |  |  X |  |  |
| Stooping |  |  X |   |  |  |  X |  |  |
| Crawling |  |  X |  |   |  |  X |  |  |
| Climbing |  |  |  X |   |  |  X |  |  |
| Reaching Overhead |  |  X |  |   |  |  X |  |  |
| Crouching |  |  X |  |   |  |  X |  |  |
| Kneeling |  |  X |  |   |  |  X |  |  |
| Balancing |   |  X |   |  |  |  X |  |  |
| Pushing or Pulling (10-100 lbs.) |  |  |  X |   |  |  X |   |  |
| Lifting or Carrying |  |  X |   |  |  |  X |  |  |
| 10 lbs. or less |  |  X |  |  |  |  X |  |  |
| 11 to 25 lbs. |  |  X |  |  |  |  X |  |  |
| 26 to 50 lbs. |  |  X |  |   |  |  X |   |  |
| 51 to 75 lbs. |  |  |  X |   |  |  |  X |  |
| 76 to 100 lbs. |  |  |  X |   |  |  |  X |  |
| Over 100 lbs. (assist lift) |  |  |  |  X |  |  |  X |  |
| Moving Patients |  |  |  |  X |  |  |  X |  |

**Candidate's Statement**

I have reviewed the position physical qualification assessment for the job I am applying for. To the best of my knowledge, I am physically capable of safely performing the tasks identified.

I understand that any omission or misrepresentation of material fact in this application may result in refusal of or separation from employment. I hereby authorize the company to make any investigation of my background deemed necessary regarding employment. I have no objection to making application for security clearance, if necessary, signing an employee agreement on confidential information and inventions or taking a medical examination. I agree to abide by all company safety and health rules and to use protective equipment as directed by my supervisor.

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Signature Date

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Witness Date