
FEATHER RIVER TRIBAL HEALTH

POSITION DESCRIPTION

JOB TITLE: LICENSED VOCATIONAL NURSE (LVN)

Grade: 7/8

Reports to:	Medical Clinic Coordinator	Department:	Medical/Nursing
Classification:	Non-Exempt	Supervises:	None

POSITION SUMMARY:

As a member of the health care team, is responsible for performing routine technical nursing duties and assists with other related duties involved in providing patient care in an ambulatory health program. Duties may include explaining programs offered by the agency to individuals. The activities of vocational nurse are based on the individual's educational preparation and experience. Work is performed under the administrative supervision of a licensed provider and the close supervision of a registered nurse. Operates within the scope of the Nursing Practice Act and maintains standards consistent with the level of care set by Title 22 and AAAHC accrediting process.

ESSENTIAL FUNCTIONS:

1. Interviews patients to obtain appropriate health history and/or immunization status.
2. Performs screening tests for which the individual has been prepared by education and experience.
3. Maintains records and documents all necessary information in the patient electronic record.
4. Takes vital signs and measurements (i.e. height/length and weight).
5. Assembles materials and equipment in preparation for patient care and maintains adequate supplies.
6. Assists providers with procedures approved to perform as requested.
7. Maintains adequate supplies and materials for each exam room and assists in the inventory and requisitioning of needed supplies.
8. Cleans and maintains clinic equipment and disposes of used supplies correctly.
9. Administers specified medication, orally or by subcutaneous or intramuscular injection and notes time and amount in patients' electronic record as are permitted under the Vocational Nursing regulations and organizational standardized written procedures.
10. Collects samples, such as urine, blood and sputum from patients for testing and performs routine laboratory tests on samples.
11. Sterilizes equipment and supplies, using germicides, sterilizer or autoclave.
12. Assist providers with follow-up of all abnormal test results and other treatment plans as needed.
13. Observes blood-borne pathogen precautions and infection control procedures per OSHA standards and clinic policies and procedures.
14. Under the supervision of an RN, may work at the screening desk as it relates to prioritization of patient care.

ADDITIONAL RESPONSIBILITIES

1. Assist other staff members in development and maintenance of department goals, objectives, policies and procedures.
2. Attend all meetings, conferences and trainings as required.
3. Participate in continuing education in order to provide the highest quality of care to the patient population and to maintain a current and active license to practice.
4. Participate in ongoing quality improvement monitoring and activities.
5. Attend to such duties and projects that may be assigned by department supervisors.
6. Implement appropriate patient teaching that is directed toward preventing illness and maintaining health in cooperation with and as directed by providers and/or registered nurse.
7. Contributes to the attainment of the goals of the unit by using contacts with individuals and community relationships to contribute to better public understanding of health services.

8. Identify victims of child and adult abuse, assault and domestic violence, and provides intervention, makes referrals as necessary, and reports to appropriate agency.
9. Learn and implement electronic health records functions as they continue to evolve.
10. Assist with a variety of duties in order to meet the needs of the department on an as needed basis.
11. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

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:

1. Knowledge and ability to perform nursing procedures for which the vocational nursing course has provided the necessary degree of skill and judgment; performance shall be limited to those acts for which he or she has been prepared.
2. Ability to maintain a professional attitude and appearance at all times.
3. Ability to meet deadlines and assigned projects in a timely, efficient manner.
4. Demonstrate awareness, sensitivity and appreciation of Indian culture, traditions, customs and socioeconomic needs.
5. Ability to be prompt and efficient with minimal absences.
6. Cooperate and maintain a good rapport with nursing staff, health care providers, other departments, patients and visitors.
7. Ability to be resourceful and calm in emergencies.
8. Ability to display concern and initiative.
9. Ability to write clearly, concisely and legibly and communicate effectively and record observations completely and accurately.
10. Ability to communicate effectively and to exercise tact, initiative and good judgment in dealing with people.
11. Ability to observe the general physical condition of patients to detect signs of abnormalities.
12. Good health and physical condition sufficient to permit the full performance of the duties of the position.
13. Ability to accept and use supervision.

EDUCATION AND EXPERIENCE:

1. Graduate of an accredited Vocational Nurse training program.
2. Valid California LVN license.
3. Two (2) years experience as a LVN in a doctor's office or ambulatory medical clinic.
4. Current CPR certification.

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 disability to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms, stoop, kneel or crouch; and talk and hear within normal range. The employee is frequently required to stand, walk, sit, climb, or balance and use taste and smell senses. The employee must regularly be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. This position is physically and emotionally challenging. There is a high degree of stress. Ability to deal with time constraints and emotional stress and exposure to body fluids and viruses are also essential functions of this job.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly exposed to odors and airborne particles. The noise level in the work environment is usually moderate.

Reasonable accommodations will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 U. S. Code 791, Title 29, and the Americans with Disabilities Act (ADA).

Reviewed Job Description:

Employee Printed Name: _____

Employee: _____

Date: _____

Supervisor: _____

Date: _____

Executive Director: _____

Date: _____
