



NVIH POSITION DESCRIPTION

LICENSED VOCATIONAL NURSE

REPORTS TO: Nursing Director/RN Coordinator

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 the Nursing Director and the clinical 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.

RESPONSIBILITIES:

1. Interviews patients to obtain appropriate health concern 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 chart.
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 inter-muscular injection and notes time and amount on patients; charts 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 or sterilizer.
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. Assist other staff members in development and maintenance of department goals, objectives, policies and procedures.
15. Attend all meetings, conferences and trainings as required.
16. 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.
17. Participate in ongoing quality improvement monitoring and activities.
18. Acts as supervisor to nursing staff in the absence of RN coordinator and Nursing Director.
19. Attend to such duties and projects that may be assigned by department supervisors.

20. 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.
21. 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.
22. Identify victims of child and adult abuse, assault and domestic violence and provide intervention, make referrals as necessary and report to appropriate agency.

All NVIH employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the NVIH's policies and procedures as they may from time to time be updated.

QUALIFICATIONS:

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 certificate as a phlebotomist or verification of appropriate training.
5. Current BLS CPR certification or able to obtain one.
6. Reliable transportation.

Indian Preference. Preference in filling vacancies will be given to qualified Indian applicants in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 & 473). In other than the above, Northern Valley Indian Health, Inc. is an Equal Opportunity Employer.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

PHYSICAL DEMANDS: 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 regularly required to talk and hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stoop, taste and smell. The employee occasionally must 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.

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

FLSA STATUS: Non-exempt

DATE OF LAST REVISION: 3/2017

ASSIGNED SITE: Chico / Willows / Woodland

NVIH PAY GRADE: GS 7 & 8