

## **JOB DESCRIPTION**

**Title:**           **Licensed Vocational Nurse I, “LVN”**

**Job Summary:**     The LVN is part of the team concept in the clinical setting for the delivery of health care system at National Health Services, Inc., which is devoted to the delivery of primary care in an ambulatory setting with the emphasis on disease prevention and health maintenance. This individual works closely with the clinical staff, front desk personnel and other related departments.

- Job Duties:**
- (1) Prepare patients for examinations.
  - (2) Note brief history of the reason for visit in the patient’s chart.
  - (3) Take record and vital signs, height and weight, vision test, hearing test, etc.
  - (4) Assist clinical staff with examination procedures.
  - (5) Take history for prenatal and family planning patients.
  - (6) Administer medications under the providers’ orders, except I.V. medications.
  - (7) Update patient charts in regards to allergies, medication use, and immunization history at each visit.
  - (8) Complete lab slips as necessary.
  - (9) Administer immunizations understanding orders from provider.
  - (10) Phlebotomy

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- (11) Educate and counsel patients concerning their disease, treatment, and prevention of disease.
- (12) Clean and sterilize medical instruments and equipment.
- (13) Utilize tracking system for pap smears, immunization, and breast lumps.
- (14) Patient screening and triage.
- (15) Follow-up abnormal findings over the phone at the request of the providers.
- (16) Responsible for HIV/Antibody Test Counseling in accordance with established policies and procedures and in compliance with State and Federal requirements.
- (17) Order medical supplies, narcotics, and medication. Stock each exam room with supplies.
- (18) Participate in program development, case management, such as immunizations, family planning, CHDP, hypertension, diabetes.
- (19) Continually assess for areas of improvement and develop plans and evaluation criteria for such.
- (20) Answer patients questions after consultation with the provider or as per established procedures in that regard (i.e. health questions, medication refills, lab results, etc.)
- (21) Assist in health education classes when necessary.

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- (22)Initiate routine lab tests after triage of a patient such as pregnancy tests, CHDP requirements, etc.
- (23)Supervise staff of MA's and lab assistants in the absence of the RN.
- (24)Prepare reports to fulfill State and Federal requirements.
- (25)Participate in Quality Improvement as required.
- (26)Other duties as required or assigned by the clinical staff from time to time or when it is necessary.
- (27)Promotes and believes in NHSI mission statement "Health for All".
- (28)Ability to relate to the public regardless of ethnic, religious and economic status.

**Qualifications, Education, and Experience:**

- (1) Graduate from an approved nursing program with degree, being associate degree or equivalent degree.
- (2) California license as a Licensed Vocational Nurse or interim permit for Licensed Vocational Nurse.
- (3) Must have knowledge through practical experience and/or training in the areas of:

- Public Health Nursing
- Pediatric Nursing
- Family Planning
- Maternal and Child Health
- Clinical Nursing Practices

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- (4) Must be aggressive in developing of patient care programs within the clinical policies and program objectives and relating them to the funding requirements.
- (5) Must be sensitive to the needs of the patients in a community health care center setting, in the areas of health and social services as one component.
- (6) Bilingual in English/Spanish is desirable but not absolutely necessary.

**Responsible To:** Regional Clinical Coordinator, Director of Nursing

**Classification:** Full or Part Time Position, Exempt

**Compensation:** Group III/D

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_