

COLLEGE HEALTH LICENSED VOCATIONAL NURSE

BASIC FUNCTION

Provides health care delivery to students; coordinates the workflow in the clinic; schedules patients and arranges for ancillary health care services such as lab and x-ray work and set-up of examination rooms; and prepares patient billing.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification in the Nursing series is responsible for performing basic nursing care for patients with the oversight of a Registered Nurse or Physician. Employees at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Receives walk-in clients and telephone inquiries from staff and students; assesses the nature of the call and provides basic triage to urgent care callers; and refers patients to other healthcare providers.
2. Prepares billing for Medicaid and insurance reimbursement by input of patient diagnosis and charge; follows up on payments for appointments, lab orders, and immunizations.
3. Opens and closes clinic rooms, locked medication cabinets, and refrigerated medication storage.
4. In the presence and oversight of a Registered Nurse, performs patient care and performs any or all the duties of a Licensed Vocational Nurse, including changing bandages and checking vital signs.
5. Dispenses medications and administers immunizations and tests, such as TB tests, group A streptococcal test, urinalysis, pregnancy test, etc., as appropriate, according to the clinic protocols.
6. Documents all physical findings, lab results, and interventions in electronic health record.
7. Coordinates biohazards waste removal.
8. Checks and calibrates equipment such as glucose and blood pressure monitors; examines medical equipment for smooth operation; ensures medications/materials are not expired.
9. May provide counseling for purposes of referral, hygiene, payment of charges, etc., to patients.
10. Participates in District-provided in-service training programs.
11. Performs other duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of vocational nursing care.
2. Health issues common to the community college population.
3. Clinic and medical protocols.
4. Community health referral resources.
5. Methods and techniques of assessing individuals for health purposes.

6. Methods and techniques of dispensing medications.
7. Methods and techniques of administering immunizations and dispensing medications.
8. Calibration principles and practices.
9. First aid and CPR practices.
10. Recordkeeping principles and practices.
11. Clinic safety rules and regulations including the proper handling and disposal of hazardous waste materials.

Ability to:

1. Provide nursing treatment within the scope of licensure and under the level of oversight prescribed therein.
2. Assess individuals and triage treatment options.
3. Coordinate the workflow within the clinic.
4. Understand technical and medical terminology.
5. Maintain records and prepare reports.
6. Provide appropriate emergency response and crisis intervention.
7. Analyze situations accurately and adopt an effective course of action.
8. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
9. Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
10. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
11. Communicate effectively in the course of performing work tasks.
12. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
13. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
14. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

Completion of the twelfth (12th) grade, supplemented by college level coursework in nursing and three (3) years of experience in direct patient care.

Licenses and Certifications:

1. A valid driver's license and proof of insurability may be required to drive a District or personal vehicle.
2. Possession of a valid California Vocational Nurse license, which must be maintained throughout employment.
3. Possession of a valid CPR_certificate, which must be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard health clinic setting and use standard medical office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is required. Finger dexterity is needed to access, enter,

and retrieve data using a computer keyboard or calculator and to operate standard office and medical equipment. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds with the use of proper equipment and/or assistance from staff.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees primarily work in a health clinic environment with moderate noise levels, controlled temperature conditions, and direct exposure to hazardous physical substances. Incumbents may be exposed to blood and body fluids while rendering first aid, CPR, and/or treating patients. Employees may interact with upset individuals when interpreting and enforcing departmental policies and procedures.