

COUNTY OF SOLANO
CLASS SPECIFICATION

LICENSED VOCATIONAL NURSE

Effective Date of Revision: 10/09/2013

CLASS SUMMARY:

Under general direction, the License Vocational Nurse provides nursing services in the clinical environment, leads Medical Assistants, Health Assistants and Office Assistant, and works to optimize clinical functions and care provided to clients by evaluating daily clinic operations, ensuring effective staff scheduling, and instituting contingency plans for service and staff coverage.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- **Clinic Registered Nurse** class which is a journey level, professional nursing classification with the responsibility to coordinate the operational activities of public health clinics in addition to providing nursing services in the clinical environment to include administering medications that require mixing; and
- **Medical Assistant** class which provides technical support services to physician or other licensed medical professionals in a primary care and/or family health care clinic; assists medical staff by performing routine preliminary preparatory and follow-up tasks prior to and after the patient examination/visit.

SUPERVISION RECEIVED AND EXERCISED:

Supervision is provided by the manager/supervisor of the health clinic. No supervision is exercised over others.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Performs nursing procedures such as the following as regulated by licensure and certification (Licensed Vocational Nurse) at one or more health clinics based on staffing needs:
 - administering medications except by intravenous or intrathecal;
 - performing treatments and procedures including monitoring blood glucose, urinary catheterization, enemas;
 - maintaining universal precautions, collecting and documenting data appropriately including patient response to medications, nursing care, treatment plans and reporting significant changes to registered nurse or physician;
 - demonstrating safe utilization of emergency equipment and techniques;
 - refilling medications within scope of practice; and
 - providing therapeutic nursing interventions and modalities to assist patients in regaining and improving chronic medical conditions.
- Performs lead worker duties over Medical Assistants, Health Assistants and Office Assistants such as:
 - providing on-the-job training;
 - passing on instructions received from supervisor and getting work started;

- distributing work among staff;
- monitoring status of work being performed and keeping supervisor informed of work progress and likelihood of meeting timelines and required deadlines;
- reviewing work of assigned crew, informing supervisor of customer feedback, work quality, conduct problems, etc. and providing input on performance to supervisor;
- ensuring accuracy and timeliness of timesheets and monitoring leave schedules;
- resolving informal employee complaints; and
- ensuring work is performed safely and efficiently.
- Assists supervisor by performing duties such as:
 - ensuring effective staff scheduling;
 - instituting contingency plans for service and staff coverage;
 - monitoring provider schedules and schedule discrepancies;
 - reviewing unpaid claims and recommending corrective action;
 - ensuring patients receive annual notices of medical screenings; and
 - monitoring medicine supply closets for expired medicines.
- Orders, tracks, and monitors supplies, medications, vaccines, etc. and returns.
- Performs the same duties as the work led, such as:
 - assisting physicians and professional medical personnel in providing outpatient services to patients;
 - maintaining flow of patients to medical staff for examination and assuring all lab work is properly handled, identified, labeled, dated, and submitted to appropriate laboratory;
 - ensuring the physician is advised of patients' test results on return from laboratory;
 - cleaning up the examination room after each patient visit, to include the proper disposal of hazardous waste;
 - setting up equipment in examination rooms so that all equipment is available for use based on the procedure or purpose of the patient examination;
 - obtaining patients charts and reviewing the purpose of the visit in order to prepare for the patient's medical examination;
 - assisting professional medical personnel during medical examinations;
 - performing routine blood and urine collections; preparing lab slips, syringes, culture plates and specimens; cleaning and sterilizing equipment and instruments;
 - communicating with patients and others on the phone and in person;
 - reviewing referrals from other programs and contacting potential clients to explain services;
 - providing information about program operations and/or the need for medical follow-up on diagnosis and/or treatment of suspected conditions as specified by the medical professional;
 - performing laboratory work including but not limited to phlebotomy, venipuncture and injection administration;
 - performing electrocardiograms (EKG), X-rays, and spirometry tests; and
 - operating and maintaining a mobile Medical Van.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

Experience: One year of licensed vocational nursing experience.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Applicants are required to possess a valid Licensed Vocational Nurse license issued by the Board of Vocational Nurse Examiners, State of California.
- Applicants are required to possess a valid California Driver's License, Class C.
- Employees are required to obtain first aid and CPR certification within the probationary period.
- All licenses, certificates and registrations must be kept current while employed in this class.

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of:

- Standard and accepted principles of leadership, on-the-job training, and work review.
- Vocational nursing principles, procedures, techniques to include medical diseases and diagnosis, medical terminology, anatomy and physiology, nutrition, medications, and immunizations.
- State of California laws and regulations on licensed vocational nursing.
- Routine medical/psychological assessment techniques.
- Proper handling and administering of biological materials.
- Basic medical indications of substance abuse.
- Basic behavioral indications of mental disturbances.
- Basic symptoms and treatment of communicable diseases.
- Common drugs and medications used in clinical and infirmary settings.
- Emergency response practices and procedures.
- Charting and medical record-keeping practices.
- Interviewing techniques.
- Use and care of medical equipment used in clinical and infirmary settings.

Ability to:

- Distribute work and provide work directions, review work performance and conduct of staff, and provide on-the-job training to staff led.
- Obtain vital signs and interview inmates to obtain medical histories.
- Deal effectively with manipulative, hostile and sociopathic behavior under supervision.
- Respond effectively in emergency and stressful situations.
- Work in an institutional setting and learn and apply institutional rules, policies and regulations.
- Explain medical procedures, treatments and medications to patients.
- Use a variety of medical tools and equipment such as ear wash unit, EKG/Spirometer units, Urine Dialysis machine, glucometer, pulse oximeter, stethoscope, blood pressure cuff, and hearing and vision screen tools.
- Manage a variety of simultaneous work projects and carry them through to successful completion.

- Establish and maintain effective working relationships with those contacted in the performance of required duties
- Establish good relationships with customers and provide customer service that meets and exceeds unit goals and expectations.
- Work with and speak to various cultural and ethnic individuals and groups in a tactful and effective manner.
- Maintain accurate and well-documented medical records and write routine reports.
- Maintain confidentiality of medical information and records.
- Follow oral and written instruction, including standing orders, clinical protocols, orders for treatment and dispensary orders.
- Use modern office equipment to include computers and related software applications.
- Administer first aid and CPR.

PHYSICAL REQUIREMENTS:

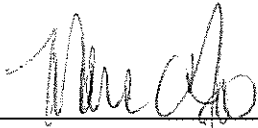
- **Mobility and Dexterity:** Positions in this class typically require stooping, kneeling, reaching, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing and Pulling -- Medium Work:** Employees in this class will be exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of amount of force constantly to move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. Positions in this class also require employees to have depth perception in order to operate a motor vehicle. Employees in this class must have the visual acuity to recognize and identify similarities and differences between, shade, degree or value of colors, shapes, forms, textures of physical appearance associated with job-related objects, materials, tasks or people.
- **Hearing/Talking:** Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word; detailed or important instructions must often be conveyed to others accurately, loudly, and/or quickly.

WORKING CONDITIONS:

- Employees in this class will be working in a health clinic environment and thus will be subject to exposure to communicable diseases, disruptive and confrontational people, intense noises, odors, blood and other bodily fluids, extreme temperatures, inadequate lighting, and work space that restricts movement.
- Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.

OTHER REQUIREMENTS:

- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class.
- Independent Travel: Incumbents are required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.
- Child Abuse Reporting: Selectees for employment must, as a condition of employment, sign a statement agreeing to comply with Section 11166 of the California Penal Code relating to child abuse reporting.
- Language Proficiency: Some positions allocated to this class will require the applicant to be able to speak and write in a language other than English.



Marc A. Fox, Director of Human Resources

Class History and Class Information:

- Date Civil Service Commission Approved:
- Date Board of Supervisors Adopted:
- Date(s) Revised: 12/00; 10/9/13
- Date(s) Retitled and Previous Titles of the Class:
- Class Code: 533040