

COUNTY OF SOLANO
LICENSED VOCATIONAL NURSE

DEFINITION

Maintains the safety and health needs of inmates in a correctional facility; performs a wide variety of vocational nursing duties, including patient care, dispensing medications, and required charting tasks.

DISTINGUISHING CHARACTERISTICS

This is a journey level class within the Correctional Care Nurse series. Employees within this class are distinguished from the senior level by the performance of the less complex duties. This class is distinguished from the senior level in that the latter is responsible for the more complex cases and provide technical supervision over this class. Employees in this class use independent judgment and work in accordance with established protocols and procedures. Judgment is required in interpreting and applying protocols and procedures. Positions in this class are typically assigned to County corrections facilities and clinics which provide primary medical care, substance abuse testing and infirmary care. Incumbents receive administrative and clinical supervision from a higher level health program or facility manager, with clinical supervision from a registered nurse or physician. Incumbents may give routine work instructions to support staff in a clinical setting. This class is distinguished from other nurse classes by licensure and the limited scope of practice and level of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from a registered nurse or physician.

Exercises no supervision.

EXAMPLES OF DUTIES - *Duties may include but are not limited to the following:*

Answers and responds to emergency calls; assess status of situation; charts information in required format; assists in treatment and follow-up.

Interviews and observes new inmates to ascertain medical history and current condition; reviews patient records; takes and records vital signs; records patient information on proper forms.

Transcribes physician orders as necessary with the supervision of the registered nurse and in accordance with nursing standards; prepares and charts administration of medications;

administers medications; observes patients for abnormal reactions; assists in emergency medical treatment, including cardiopulmonary resuscitation.

Obtains culture specimens for diagnostic testing; performs venipuncture and lab collection; prepares specimens for delivery to laboratory; receives and forwards lab results for direction; implements orders for additional treatment as needed.

Performs various patient care tasks in accordance with physician's orders, established protocols and standard procedures; conducts evaluation of patient need under supervision; monitors mental health status through interview and observation including suicide risk; changes bandages, applies dressings and provides other routine treatments; take measures necessary to control communicable disease; documents all related information.

Monitors withdrawal symptoms and reports observations according to treatment regime authorized by a medical professional; provides information to individual patients on follow-up care, birth control, communicable disease prevention, hygiene, or general health care, as needed for specific medical conditions.

Checks emergency supplies and equipment; cleans and sterilizes furniture and equipment; sets up and stocks medication cart and crash cart; maintains records, inventory and physical security of drugs and medical supplies; prepares and maintains medical records in intake; makes telephone calls to physicians, pharmacies, other agencies to verify medication or treatments.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Vocational nursing principles, procedures, techniques, State of California laws and regulations on licensed vocational nursing.

Routine medical/psychological assessment techniques.

Proper handling and administering of biological materials.

Common current medical terminology.

Charting and medical record-keeping practices; interviewing techniques.

Use and care of medical equipment used in clinical and infirmary settings.

Emergency response practices and procedures.

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.

Skill to:

Utilize various medical tools and equipment including a stethoscope, sphygmomanometer, EKG machine, otoscope, and related medical equipment following specific guidelines and protocol.

Ability to:

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 inmates.

Establish and maintain effective working relationships.

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.

Experience and Education/Training

Experience:

One year of licensed vocational nursing experience.

Education/Training:

Associates degree is required with license for vocational nursing.

SPECIAL REQUIREMENTS

Graduation from an approved school for vocational nurses, or its equivalent.

Possession of a valid Licensed Vocational Nurse license issued by the Board of Vocational Nurse Examiners, State of California.

Possession of a current CPR certificate.

Possession of or ability to obtain a valid Class C California driver's license may be required.

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.

Candidates for positions in this class will be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

SUPPLEMENTAL INFORMATION

Positions allocated to this class may require bilingual skills.

Incumbents must be able to work in an institutional environment which may include exposure to communicable disease and unpleasant working conditions.

Independent travel may be required.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Incumbents must be able to occasionally lift objects weighing between 25-50 pounds.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Requires the ability to work under conditions where exposure to environmental factors poses a limited risk of minor injury or illness.

Director of Human Resources

Established Date: September, 1994

Revised Date: November 2002

BOS Date: June 30, 2003

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