



VALLEY HEALTH TEAM
LIVE BETTER. VIVE MEJOR.
JOB DESCRIPTION

POSITION:	LICENSED VOCATIONAL NURSE (LVN)
REPORTS TO:	DIRECTOR OF NURSING AND HEALTH CLINIC MANAGER
POSITIONS SUPERVISED:	NONE
CLASS:	REGULAR
CAT:	FULL-TIME NON-EXEMPT

BASIC FUNCTIONS:

The Licensed Vocational Nurse (LVN) is a licensed health professional who performs patient care, technical and supportive services under general supervision in the clinical setting. The LVN supports the philosophy and complies with the protocols, policies, and procedures of the organization. In the absence of a Registered Nurse or Clinic Manager, the LVN may be responsible for clinic supervision.

DUTIES AND RESPONSIBILITIES:

1. Perform patient care functions as prescribed by healthcare providers following established clinical protocols, policies and procedures with their scope of education, training and responsibilities.
2. Assist medical personnel with special procedures, minor surgical procedures and/or diagnostic exams.
3. Assess and monitor patients' conditions and notify provider for disposition.
4. Prepare and administer medications as directed by provider order or standing orders, following established protocols.
5. As, State certified, initiate and maintain intravenous solutions as prescribed by provider, following established protocols.
6. Maintain equipment and supplies; identify and arrange for equipment needing repair.
7. Apply principles of aseptic technique and infection control as directed by Infection Control policies.
8. Monitor patient flow and assign/direct other personnel as needed.
9. Provide medical information and education to patients, following established protocols and policies.
10. Document pertinent patient information, assessment and nursing procedures, following established protocols and maintain patient confidentiality; documentation must be dated, legible, and with the appropriate signature to all entries (first initial, last name and title) – all pre-printed prompts are to be answered.
11. Demonstrate clinical knowledge and skill in the care of the newborn, infant, toddler, child, adolescent, adult and geriatric patients ranging from 0 -100+ years of age.
12. Provide care coordination for chronic, high acuity, or high utilizer patients, using PCMH protocols.
13. Perform routine clerical functions as assigned (making appointments, telephone calls, public health reporting, etc.).
14. Provides support to the medical assistants to perform with competence, responsibility and accountability.
15. Ensure the proper disposal of all contaminated or potentially contaminated materials in accordance with Medical Department directives, center policy as well as state and federal regulation(s).
16. Screen and prioritize 'Walk-in' patients based on acuity of illness, and consult with medical providers when indicated.
17. Monitor patients for escalation of acuity, signs of bleeding, need for oxygen, etc. and notify medical provider of changes.
18. Perform all functions in full compliance with the center's and the Medical Department Infection Control Plan including but not limited to the use of Personal Protective Equipment and Universal Precautions.
19. Provide support for medical providers by assisting with review of lab results, medication refills, patient notifications, etc.
20. Respond to all medical emergencies, and initiate emergency procedures such as BLS (Basic Life Support, including CPR) when indicated.

21. Perform treatments such as first aid, nebulized treatments, wound dressings, (apply/remove), urinary catheterization, etc., as instructed by a medical provider.
22. On a temporary basis, may be required to work at any satellite facility.
23. Contribute to team effort by assisting other departments as needed, while maintaining confidentiality of VHT's business.
24. Work cooperatively with all staff members and outside sources in a professional manner to deliver a high level of service.
25. Observe and practice all VHT Patient Experience Service Standards as outlined in "World Class Practices: My Commitment to Care," (which I have read and signed). Practice CICARE when interacting with patients, their families, visitors, or internal customers.
26. Practice CICARE phone etiquette during all phone interactions.
27. Always exercise courtesy whenever patients, family members, visitors and co-workers are present.
28. Respect privacy and dignity of our patients, family members, visitors and co-workers, in compliance with HIPAA (Health Insurance Portability and Accountability Act of 1996).
29. Maintain professionalism in the presence of patients, their families, visitors and co-workers.
30. Act as a role model by, verbally and behaviorally demonstrating skill, enthusiasm, positive problem solving, commitment and loyalty to the profession and the organization.
31. Practice case management as a member of the care team caring for individuals in the community, within the PCMH Care Model
32. Participate in and provide continuing education for licensure and with MA staff.
33. Promote and educate on evidence-based preventive care, chronic care needs, and self-management support.
34. Deliver clinical screening tests and immunizations.
35. Follow applicable regulations: Joint Commission, OSHA, HIPAA, and CLIA.
36. Serves and protects the practice by adhering to professional standards, policies and procedures, federal, state, and local requirements, and The Joint Commission Accreditation of Healthcare Organization standards.
37. Perform other related duties, which may be inclusive, but not listed in the job description when indicated and within the LVN scope of practice.

MINIMUM QUALIFICATIONS:

1. Graduate of an accredited school of vocational nursing
2. Current California LVN license
3. Current Basic Life Support card
4. Minimum 1 – 2 years of work experience; FQHC experience preferred
5. IV therapy certification - required
6. Supervisory experience preferred
7. Commitment to the concept of preventative medicine and team approach to healthcare delivery, PCMH model.
8. Ability to function as care coordinator within assigned site.
9. Strong customer service skills (preferably within a service industry)
10. Ability to communicate effectively, both verbal and written
11. Must have strong organization skills, ability to multi-task
12. Modern office practices and procedures (including email)
13. Fluent/conversational English/Punjabi or English/Spanish is preferred
14. Ability to be flexible with work schedule and available to work at all site locations
15. Must have own transportation, valid California Driver's License and current proof of automobile insurance coverage
16. Demonstrated ability to provide world-class patient experience using CICARE principles and practices. Ability to be proactive and to go above and beyond the call of duty; take initiative to provide a world class patient experience in all encounters via email, phone or in person.

TYPICAL WORKING CONDITIONS: The clinic setting is a standard work environment. Occasionally work during early morning, evening or weekend. May be subjected to temperature variances in the clinic.

TYPICAL PHYSICAL DEMANDS: Requires sitting, standing, or walking for up to eight hours a day. Must be able to occasionally reach above the shoulder level to work, must be able to bend, squat and sit, stand stoop, crouching, reaching, kneeling, and twisting/turning. Lifting, pushing and pulling up to 40 pounds (on wheels) may be required on occasion. Vision must be correctable to 20/20 and hearing must be in the normal range for telephone contact.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing 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 may come in contact with hazardous equipment such as liquid nitrogen, cleaning agents, and sharps. The noise level in the work environment is usually moderate but may become excessively loud with the increased patient flow during a busy clinic day.

I, the employee, understand the responsibilities and standards of my position as listed above, and I agree to fulfill them to the best of my ability. I understand I am an at-will employee and can be terminated at any time with or without cause. I also understand the Valley Health Team Inc. will not be responsible in any manner for termination's which are due to defunding of Federal or State Contracts. I also agree that the VHT Board of Directors have the right to modify the Personnel Policies which govern my employment at any time.

This organization is an Equal Opportunity Employer. It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, or other protected classification.

Employee's Signature

Date