

IMPERIAL COUNTY

CLASS TITLE: LICENSED VOCATIONAL NURSE I

BASIC FUNCTION:

Under direction of a licensed physician or medical professional, provides general medical support and therapeutic assistance as part of a multi-disciplinary treatment team in a mental health facility or clinic.

DISTINGUISHING CHARACTERISTICS:

Licensed Vocational Nurse I is the entry-journey level of the series and works under the immediate supervision of medical professionals. The class is distinguished from the next higher class of Licensed Vocational Nurse II by the latter's responsibility to provide a wide variety of patient support under minimal supervision.

ESSENTIAL FUNCTIONS:

Interviews clients to obtain and record health histories; conducts basic physical and mental health status assessments.

Confers with physician and carries out diagnostic procedures under physician orders; performs routine medical procedures.

Prepares and dispenses medication; assures medication is administered at proper times and doses; records pertinent information.

Reviews patient records to keep informed of client's health status; observes symptoms, behavior, and progress, and annotates records as required; charts client progress on status reports.

Participates in counseling and group therapy sessions with the treatment team, following the client's treatment plan.

Assists treatment team in preparing and carrying out individual client treatment plans; participates in team meetings and conferences regarding client care; reports unusual observed behavior so proper treatment may be administered.

Screens client complaints for mental or physical health issues and provides information to professional staff that will aid in the administration and revision of the treatment plan as needed.

Obtains blood samples for tests from patients assuring results of tests are recorded.

Confers with professional staff concerning client needs such as medical appointments, referrals to other agencies; or basic living support.

Assists and supervises clients during activities, outings, and meals.

Transports clients to medical appointments or to appointments at other agencies where services are available.

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Performs general clerical duties, including answering the telephone, data entry, and records maintenance.

Prepares reviews and processes records for billing purposes; verifies services provided.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of nursing care.

Diagnostic skills for medical evaluations.

Record-keeping techniques.

Oral and written communication skills.

Laws, rules and regulations related to assigned activities.

Policies and objectives of assigned program and activities.

Health and safety regulations.

ABILITY TO:

Communicate effectively using tact, patience and courtesy.

Assess physical and mental status of patients.

Make decisions regarding appropriate care for patient and need for contacting physician.

Understand technical and medical terminology.

Work cooperatively with others.

Maintain accurate records and reports.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Analyze situations accurately and adopt an effective course of action.

Understand and work within scope of authority.

EDUCATION AND EXPERIENCE:

Must meet Licensed Vocational Nurse licensing requirements.

LICENSES AND OTHER REQUIREMENTS:

Current valid license as a Licensed Vocational Nurse License issued by the California State board of Vocational Nurse Examiners; current CPR certificate; and, a valid California Driver's License.

WORKING CONDITIONS:

Driving a vehicle to conduct work.

Physical abilities required include: climbing stairs, bending at the waist and lifting patients and supplies, seeing to drive a vehicle, read thermometers and blood pressure equipment, and identify various skin conditions; hearing to operate a stethoscope; speaking to communicate with patients; standing for extended periods of time.

Incumbents may be exposed to possible fights and confrontations, contact with blood and body fluids, and communicable diseases.