



Arroyo Vista Family Health Center

JOB DESCRIPTION

Position Title: Licensed Vocational Nurse (LVN)

Summary:

Under the direct supervision of the R.N. Charge Nurse, responsible for assisting physicians, mid-level providers, and registered nurses in the provision of medical care to patients, provides direct patient care nursing services throughout the five stage life cycle, OB/GYN, pediatrics, adolescent, adult including women's health, and geriatric medicine, performs nursing procedures as ordered by the physician at the Agency's network of Health Center delivery sites.

Duties And Responsibilities:

1. Responsible for providing direct nursing patient care services within scope of practice throughout the five stage life cycle, OB/GYN, pediatrics, adolescent, adult including women health and geriatric medicine at the Agency's network of Health Center delivery sites, prepares patients for medical care by physician and mid-level procedures.
2. Responsible for preparing examination rooms with e.g., required equipment, supplies and education materials for the provision of medical care by providers, and nursing care by nursing staff, and responsible for opening and closing clinic per policy and procedure.
3. Responsible for taking vital signs: blood pressure, pulse, respiration and temperature, for taking weight and height measurements, obtains head circumference of patients two (2) years and under, obtains the patient's clinical complaint(s), triages patient using triage protocol in the absence of an R.N., documents all the above information in the patient's electronic medical record.
4. Responsible for performing screening tests, including e.g., vision, audiogram, Snell test, EKG test, pulmonary function test and other screening tests within scope of practice as ordered.
5. Responsible for administering medications, injections and immunizations to patients per providers' orders, and complies with immunization and medication administration handling, and storage policy and procedure.
6. Responsible for assisting physicians and mid-level providers with pelvic examinations and minor procedures following informed consent, time-out, infection control and other related policy and procedure.
7. Responsible for performing basic laboratory procedures to include, obtaining blood specimens for testing, performing Hemoglobin, urine analysis, pregnancy tests, throat cultures, and as assigned and needed drawing blood specimens for testing.
8. Responsible for providing health education to patients and documents education in the Patient/Family Education, Electronic Medical Record.
9. Responsible for assisting patients with completing WIC vouchers and other health and human services forms related to health care delivery services.
10. Responsible for receiving and documenting messages pertaining to patients in the absence of the physician and registered nurse, and informs provider, registered nurse, or supervisor in a timely manner within the work shift.
11. Responsible for maintaining daily equipment and supply logs for equipment sterilization, and for health screening logs.
12. Responsible for equipment sterilization as assigned and follows safety and infection control policy and procedures.
13. Responsible for attending in-services and educational classes to maintain nursing skills competency, and current knowledge for standard of care and effective practices.

14. Responsible for following all Agency safety and health standards, regulations, procedures, policies, and practices.
15. Responsible for actively participating in the Improving Organization Performance Program, to include The Joint Commission, Patient Care Medical Home, Infection Control Program, Safety Program, and Emergency Preparedness.
16. Responsible for performing other related duties as assigned.

Requirements:

1. Current California Vocational Nurse License from an accredited nursing program.
2. Current CPR Certification.
3. One (1) year nursing experience in an ambulatory outpatient or hospital setting. New graduate LVN's considered.
4. Competent verbal and written communication skills.
5. Computer literate and knowledge of Electronic Medical Records practice.
6. Bilingual English/Spanish and familiarity with the Hispanic culture.
7. Ability to work well with others in a professional and team oriented environment.
8. Access to automobile with valid California driver's license and state mandated automobile insurance.
9. Work schedule to include evenings, overtime, and weekends as needed.