



QUEENSCARE

Job Description Licensed Vocational Nurse (LVN)

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<i>Reports To:</i>	Health Center Manager	<i>Approved By:</i>	John Nguyen, Chief Medical Officer
<i>FLSA Status:</i>	Non-Exempt / QHC - Grade 17	<i>Approved Date:</i>	August 2018

SUMMARY:

The Licensed Vocational Nurse (LVN) is part of a multidisciplinary care team that works to optimize the delivery of primary care within QueensCare Health Centers (QHC). The LVN works primarily in an ambulatory care setting with the emphasis on disease prevention and health maintenance. The LVN assists the medical provider and/or RN in the provision of care that is accessible, continuous, comprehensive, evidence-based, patient centered, coordinated, compassionate, and culturally effective. The LVN assists with clinical competencies and provides support and training to health center staff. The LVN provides technical nursing duties, including but not limited to medication dispensing, ordering, stocking and dealing with expired medications in the dispensary. The LVN coordinates with health center staff to provide patient education and assistance with the pharmaceutical application program. The LVN’s role is to ensure safety by maintaining the emergency kits and providing staff orientation and training on medical emergency equipment and procedures. The LVN performs work under the supervision of a licensed physician and/or a registered nurse.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

1. Supports and implements the organization’s vision, mission and values.
2. Determines priorities and method of completing daily workload to ensure that all responsibilities are carried out in a timely manner.
3. Performs all job functions in a professional and courteous manner. This includes answering all phone calls and e-mails timely and providing excellent customer service to internal and external customers.
4. Fosters and promotes a culture of service excellence and accountability.
5. Acquires and maintains current knowledge in nursing.
6. Demonstrates knowledge of the scope and standards of nursing practice set forth by the California Board of Vocational Nursing and Psychiatric Technicians.
7. Conducts medication inventory; properly addresses expiring medication, ordering and stocking.
8. Ensures safety in the health center by inspecting the emergency kit(s) every month and assisting with medical emergencies. Checks for any expired medications or supplies in the kits and orders replacement supplies in a timely manner. Provides training and education on medical emergencies and equipment.
9. Ensures all dispensary logs are accurate and timely. Dispensary logs include: oxygen tank, hot water, cleaning, expired medication, eye wash, room temperature, and refrigerator.
10. Administers injections and provides phlebotomy assistance to lab staff when needed.
11. Demonstrates knowledge of health center programs such as the pharmaceutical application program and educates patients about the program, application process, and medication deliveries. Coordinates efforts with health center staff.

12. Participates in quality and utilization activities that include the tracking, completion and submission of reports in the dispensary department.
13. Adheres to medication safety practices. Ensures required dispensary documents are accurate and timely. Dispensary documents include: prior authorizations, pharmacist consultant letters, license, etc.
14. Actively partners with other health center staff to manage and meet the requirements of health center certifications including but not limited to the Patient Centered Medical Home (PCMH) and other certifications as required.
15. Actively participates and assists in quality improvement programs and makes recommendations to improve existing policies and practices.
16. Monitors tracking mechanisms utilizing the electronic health record to evaluate chronic disease quality indicators.
17. Adheres to all company safety policy and procedures. Maintains a safe, clean and organized working environment.
18. Provides education to patient/families in a culturally sensitive, appropriate manner.
19. Practices good financial stewardship by minimizing expenses with appropriate medication inventory control and reduction of wasted medications. Maximizes revenue by helping to reduce medication inventory costs by screening all patients for the pharmaceutical application program.
20. Attends ongoing internal and external trainings and applies to daily work.
21. Complies with organizational policies and procedures.
22. Performs all other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE:

Licensed Vocational Nurse currently licensed in California.

Minimum of 1 year of clinical nursing experience, ambulatory outpatient health center experience preferred. CPR certification required.

Valid California Drivers License and active automobile insurance required.

High School graduate or equivalent degree (GED).

LANGUAGE SKILLS:

Ability to read and interpret documents, such as policies and procedures, benefits information, board minutes, routine mail, simple contracts, and instruction manuals. Ability to compose routine reports and correspondence. Ability to speak effectively with employees, visitors and management.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, and apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to exercise common sense in carrying out instructions furnished in written, oral, or diagram form and in other daily situations that arise. Ability to deal with problems involving several concrete variables in standardized situations. Ability to make decision and execute timely to produce a positive outcome.

OTHER SKILLS AND ABILITIES:

1. Ability to organize and prioritize work with minimum supervision.
2. Proficiency with basic computer applications such as Microsoft Office.
3. Serves as a catalyst for improving standards of nursing practice.
4. Demonstrates leadership skills through the ability to set and attain goals.
5. Serves as a role model for professional conduct and practice.
6. Provides support to professional and technical staff.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 is regularly required to use hands to finger, handle or feel and reach with hands and arms. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance, stoop, kneel, crouch or sit. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. The employee is occasionally required to ascend and descend one flight of stairs. Specific vision abilities required by the job include close vision, color vision, and ability to adjust focus.

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.

The noise level in the work environment is often low. However, there are many times when there is a high ambient background noise of phones and multiple conversations. Must be able to screen out the background noise to concentrate on the work at hand.

I have read and understand the above job description.

Employee Name (Please print)

Date

Employee Signature