



LICENSED VOCATIONAL NURSE I/II

DEFINITION

Under general supervision or direction, provides support as a member of a multi-professional team for various public health programs; provides health education and instruction to clients and the public; assumes programmatic responsibility for a focused practice area; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or direction from an assigned Public Health Nurse Supervisor or Nursing Program Manager. Exercises no direct supervision over staff. May provide technical and functional direction to lower-level staff.

CLASS CHARACTERISTICS

Licensed Vocational Nurse I: This is the entry-level classification in the Licensed Vocational Nurse class series. Initially under general supervision or direction by a Public Health Nurse, incumbents learn and perform routine vocational nursing duties, including basic health assessments and client intake; collecting and preparing laboratory specimens; administering injections, vaccinations, and screenings; providing preventive education to clients on a variety of health-related topics; coordinating referrals to outside agencies; and coordinating and assembling client records. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Licensed Vocational Nurse II: This is the fully qualified journey-level classification in the Licensed Vocational Nurse class series. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently under less supervision than the I-level, and exercising judgment and initiative. Incumbents have typically developed expertise in a specified area of vocational nursing and assume programmatic responsibility and provide leadership and limited supervision of staff in the area of expertise. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from other nursing classes in that the latter are professional classifications that require licensure as a Registered Nurse and/or Public Health Nurse certification from the State of California Board of Registered Nursing, with the responsibility of formulating comprehensive nursing care plans and managing a wider variety of nursing care situations.

Positions in the Licensed Vocational Nurse class series are flexibly staffed and positions at the II-level are normally filled by advancement from the I-level, after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Performs a variety of vocational nursing duties in support of multi-professional teams for various public health nursing programs.
- Performs client intake duties; assesses basic condition of clients; obtains client health history and reviews health and wellness records as appropriate.
- May serve as the County's Immunization Coordinator; coordinates and conducts community and in-house clinics as well as home visits for immunizations; assumes responsibility for vaccine inventories, including ordering, stock accounting, and storage monitoring.
- Attends and participates in meetings to review and plan individual and community-level preventive intervention and service coordination; attends in-service and continuing education programs.
- May serve as liaison between the County and regulatory agencies, educational organizations, and community health care providers in the area of immunization or other vocational nursing focused practice.
- Provides education and instruction to County staff in an area of focused practice; may provide direction and instruction to others on a project basis.
- Provides health education and information to clients in areas such as vaccination, communicable disease, and prenatal and postnatal care.
- Prepares and assembles various records at the point of client intake.
- Schedules appointments and follow-up visits as necessary; contacts community agencies to provide additional consultation consistent with focused practice as appropriate
- Assists in the development and delivery of community based educational outreach programs and related material.
- Initiates and coordinates referrals to outside agencies for follow-up intervention/treatments.
- Documents, interprets, and executes oral and written direction received from the Public Health Nurse Supervisor or Nursing Program Manager or medical prescription; maintains case notes, descriptive of client plan of care, general condition, and response to intervention.
- Administers oral medications, intramuscular, subcutaneous, and intradermal injections.
- Reviews the purpose, use, and potential side effects of medications or vaccines with clients; assesses immediate response to vaccination or medication administration, including adverse effects, effectiveness, etc.; reports to regulatory agencies any adverse response(s) to vaccination, as required.
- Performs various clerical tasks as required, including preparing records and reports; entering computer data; copying and filing documents; answering the telephone; ordering, stocking, and maintaining inventory of supplies and equipment.
- Assists with developing vaccine standards for the annual influenza vaccine and for new vaccines as they are added to the formulary.
- Processes and completes required documentation for client admissions, status changes, and discharges.
- Operates and assists in testing and maintaining unit equipment; prepares equipment, instruments, and supplies for use in treatments, procedures, etc., as directed.
- Cleans and maintains client, treatment, work, and storage areas.
- Follows safety regulations and takes necessary steps to ensure client and staff safety.
- May serve as team leader for staff; provides training and orientation as requested.
- Performs related duties as assigned.

QUALIFICATIONS

Some knowledge and abilities may be gained by employees at the entry (I) level while in a learning capacity.

Knowledge of:

- Principles and practices of licensed vocational nursing.
- Applicable state and federal laws, regulations, and guidelines.

- First Aid care and treatment.
- Methods, materials, tools, and equipment commonly used in a health care setting.
- Aseptic techniques and infection control in a health care setting.
- Methods of case recording and report preparation.
- Community resources.
- Medical terminology and processes related to the work.
- Basic physical assessment techniques.
- Principles and practices of phlebotomy.
- Principles and methods of client education.
- Operation and maintenance of medical office equipment.
- Policies and procedures specific to the assigned nursing area.
- Standardized laboratory specimen collection and reagent screening procedures.
- Basic mathematics.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Perform procedures and techniques in a facility or home environment as permitted by vocational nursing licensure.
- Maintain current knowledge in area of focused practice, monitor legislation and developments, and recommend modifications to County policies and procedures.
- Provide focused vocational nursing services related to the job assignment.
- Operate and maintain various health care related equipment.
- Recognize changes in the psychosocial and physical condition of individuals receiving services.
- Administer medications or vaccination through oral, injection, or topical methods.
- Understand and follow written and oral instructions of a technical nature.
- Follow established policies and procedures, including safety regulations.
- Provide individual and group education, training, and instruction in a variety of public health settings.
- Prepare and maintain a wide variety of accurate and detailed health related records and reports.
- Instruct peers and co-workers in procedures relative to the area of assignment.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, educational, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Licensed Vocational Nurse I:

Completion of an accredited program of training as a Licensed Vocational Nurse;

AND

One (1) year of experience as a Licensed Vocational Nurse, preferably in an acute care medical facility or community based primary care setting where tasks included administration of vaccinations and provision of health education.

Licensed Vocational Nurse II:

Completion of an accredited program of training as a Licensed Vocational Nurse;

AND

Two (2) years of experience at a level equivalent to the County's class of Licensed Vocational Nurse I.

Licenses and Certifications:

- Possession of, or ability to obtain and maintain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Possession of a current, valid license as a Vocational Nurse issued by the California State Board of Vocational Nursing.
- Specialty training and certification in a specific function of the unit to which assigned may be required.
- Must possess valid CPR certification.

PHYSICAL DEMANDS

Must possess mobility to work in varied environments, including an outdoor community, a laboratory, and standard office settings; use varied medical laboratory equipment as well as standard office equipment, including a computer, and to operate a motor vehicle to visit various County and meeting sites; vision to read printed material and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment, use various medical care devices such as hypodermics, specimen collection or various measuring devices. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 45 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in community, field, and office environments with moderate noise levels, controlled and uncontrolled temperature conditions, and direct exposure to potentially hazardous physical, chemical, biopharmaceutical, and bloodborne/aerosolized communicable disease. Employees require vaccination for communicable disease as stipulated in Cal-OSHA regulations. Employees may be subject to violence

in the workplace related to official public health agent enforcement roles, clients afflicted with behavioral disorders, etc. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to work after hours, weekends, and holidays as needed.