

**LICENSED VOCATIONAL NURSE I / II**

DEFINITION

Under general supervision performs a variety of health-related services including providing basic medical care to the public, conducting immunization, vaccination and child health clinics and providing educational information to the public. Responsible to the Senior Public Health Nurse. Capable of obtaining a history, assessing a patient and the patient's family, and contributing to Patient Care Service Plans.

SUPERVISION RECEIVED AND EXERCISED

**LVN I:** This is the entry-level class for the Licensed Vocational Nurse (LVN) series. Receives general supervision from or Senior Public Health Nurse or County Health Officer.

**LVN II:** This is the journey-level class of the LVN series. Receives general supervision from Senior Public Health Nurse or County Health Officer.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following;

Perform, read and evaluate TB skin tests; perform First Aid, Cardiopulmonary Resuscitation; refer clients to health care providers as necessary; monitor TB medication regime of patients as needed.

Administer and evaluate pregnancy tests and provide perinatal counseling as appropriate.

Conduct immunization and flu vaccination clinics for children and adults; evaluate medical records and determine the need for immunization or vaccination; administer immunizations and vaccines per protocol.

Instruct clients in good health practices; provide information on common diseases, illnesses and their prevention, including communicable disease.

Provide health-related information and instruction to individuals and families; assist in maintaining health education materials provided by the County.

Maintain and update a variety of medical records; prepare written reports as required.

Answer questions and provide information to the public about the health services provided by the County; assist individuals and families in obtaining public health services through the County or other medical services providers.

Perform HIV testing and counseling.

Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

Principles and procedures of nursing and health care.

Procedures and methods of First Aid and Cardiopulmonary Resuscitation.

Principles of targeted cases management as appropriate.

Principles of family planning.

Principles and practices of child development.

Principles and procedures of medical recordkeeping.

Principles and procedures of medical report preparation.

Principles and procedures of Blood-borne Pathogens precautions and TB/respiratory precautions in the work place.

Ability to:

Administer First Aid and Cardiopulmonary Resuscitation as well as other First Aid/Emergency measures.

Perform TB skin tests and interpret results.

Perform pregnancy test and other nursing procedures as appropriate, e.g. venipunctures.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**LVN I**

Experience:

At least one-year experience in clinical family practices setting.

**LVN II**

Experience:

At least one-year experience as an LVN I.

**Both:**

Training:

Graduate from an accredited school of vocational nursing.

LICENSE OR CERTIFICATE

Must possess and maintain a valid certification of registration as a Licensed Vocational Nurse issued by the California Board of Vocational Nursing.

Must complete periodic continuing education coursework as required to maintain active licensure as an LVN.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain physical standards, including mobility and physical strength and stamina to support the weight of patients for brief periods of time in positioning/transporting and to respond to emergency situations; vision to discern colors, assess medical situations, read printed materials and a computer screen; hearing and speech perception required for making medical observations.

Tasks may occasionally require standing or walking for extended periods of time. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate medical services equipment. Persons in this classification frequently bend, stoop, kneel, reach and climb to perform work. Employees must be able to support the weight of patients for brief periods of time which requires the ability to lift, carry, push, and pull, more than 75 pounds occasionally and frequently up to 50 pounds, as necessary to perform job functions, with assistance when available.