



JOB DESCRIPTION LICENSED VOCATIONAL NURSE

REPORTS TO: Directors or Associate Directors of Nursing

EDUCATION- EXPERIENCE-SKILLS:

- High school diploma or GED
- Texas Driver's License
- Completed an accredited licensed vocational nurse program and an externship in a supervised healthcare setting.
- Should have a current LVN license through the Texas State Board of Nursing.
- CPR certification.
- 1 year of prior experience as in a LVN.
- Strong communication skills and customer service skills
- Ability to function well in a high-paced and at times stressful environment.
- English/Spanish preferred.
- Must work within LVN scope of practice.

PRIMARY DUTIES:

- Assist clinician with initial patient assessments, vital signs, medical procedures, implementation, and documentation of care.
- In conjunction with provider orders, administer medication to patients, including oral, IM, IV, sub-q and intradermal, assessing, and documenting effects. LVN must be I.V. certified by a WFM approved educator to start I. V's. Hydration can be initiated but medications cannot be administered through I.V. Patient assessment during I.V. treatment must be completed by an RN or Clinician.
- In conjunction with clinician orders, provide oral and written education to patients in disease processes, medication, intervention, and treatment implementation.
- In conjunction with clinician orders, perform diagnostic tests for patients, including EKGs, spirometry, vision and hearing screening, throat cultures, NSTs and bladder scans.
- In conjunction with provider orders, perform patient treatments/procedures including venipuncture, nebulization, catheterization, ear lavage, dressing changes, Unna boot application, sponging infants. For catheterization, must complete training and maintain bi-annual WFM competencies.
- Comply with all regulations related to confidentiality of patient information.
- Assist clinician in minor surgery, cast application, flexible sigmoidoscopy, colposcopy, cervical biopsy, EMB, IUD insertion and pap smears.
- Assist with clinician in prescription pending in EHR and refills per SDOs. Must complete refill training prior to refilling per SDOs.
- Complete paperwork for ordered diagnostic tests performed outside of center.
- Contact patients who did not keep vital appointments.

- Schedule appointments for WFM patients with specialists outside of clinic, document the appointment date and time, address, phone number of the specialist in the referral workque.
- Fax needed records to the specialist and document in the referral workque when faxed and to what phone number.
- Review children's immunization records before clinician enters exam room, noting if patient is behind and what immunizations they may need and administer immunizations according to TDH guidelines and standing clinician orders.
- Responsible for all messages, Mycharts, result notes and other encounters in the EHR in-basket.
- Responsible for fax transmissions from outside agencies
- Responsible for documentation of nursing home facsimiles into patient record.
- Obtain copies of hospital records for patients' clinic chart
- Clean and stock exam rooms
- Locate lab and x-ray reports as needed.
- Complete all assigned Quality Assurance assignments per QA log.
- Other duties as assigned by supervisor.

PHYSICAL AND MENTAL REQUIREMENTS:

- Visual and auditory accuracy
- Shift length - 8 hours with occasional overtime required.
- Continuous use of computer & electronic health record.
- Extensive standing and walking
- Frequently squatting, kneeling, reaching, twisting, climbing.
- Occasional sitting
- Frequent telephone usage
- Continuous conversational communication
- Continuous repetitive grasping and manipulation of both hands
- Occasionally carrying and lifting up to 50 lbs.
- Occasionally pushing, pulling, and positioning patients up to 200 lbs.
- Occasionally pushing, pulling and positioning (with assistance) patients over 200lbs
- Infrequent use of personal transportation
- Able to respond quickly and calmly to medical emergencies.

REVIEWED WITH EMPLOYEE:

Employee

Supervisor

Date