

ACCELHEALTH

JOB DESCRIPTION

I. JOB TITLE:

DATE:

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| A. POSITION: | Licensed Vocational Nurse (LVN) |
| B. CLASSIFICATION: | Non-Exempt |
| C. ACCOUNTABLE TO: | Nursing Supervisor |
| D. PROGRAM: | CHC Clinics |
| E. OSHA Category: | 1 |

II. JOB SUMMARY:

Responsible for providing safe, quality nursing care to patients of all ages in the community health center setting. Maintains clinical expertise and required competencies and demonstrates thorough knowledge of procedures and processes necessary to deliver quality primary health care services.

III. DUTIES AND RESPONSIBILITIES:

- A. Prepares exam room for patient occupation and/or procedures.
- B. Rooms patient and prepares him/her for examination by provider.
- C. Measures patient vital signs (height, weight, blood pressure, pulse rate, respiratory rate, temperature, oxygen saturation).
- D. Measures patient head circumference, etc., as applicable to patient lifecycle.
- E. Assists medical provider with the examination and treatment of the patient as indicated.
- F. As applicable, preps and drapes patient for procedure(s).
 - Obtains necessary supplies and equipment for scheduled procedure(s).
 - Assures sterility of equipment, supplies, and instruments before and during procedure(s).
 - Following procedure(s), removes contaminated/used equipment, supplies, and instruments from exam room. Processes surgical instruments per instructions and/or policy.
- G. Administers medications, immunizations, and treatments within defined scope of licensed vocational nursing practice as ordered by provider.
- H. Accurately enters patient care, services, treatments, etc. in the electronic health record within acceptable time frames.
- I. Manages patient-related tasks (e.g., referrals, follow-up, etc.) assigned via the electronic health record system within acceptable time frames.

- J. May be required to perform:
 - Electrocardiogram;
 - Vision screening;
 - Hearing screening;
 - Pulmonary Function Testing
 - Ankle Brachial Index
 - Obtain Retinal Photo
 - Laboratory duties: point-of-care/waived laboratory testing; venipuncture
- K. Educates the patient and/or family/significant other(s) about diagnosis, plan of care, ordered medications, etc.
- L. Responsible for maintaining par levels of supplies/equipment in exam rooms.
- M. Performs duties in compliance with Infection Control protocols including disinfection of exam rooms and equipment and supplies
- M. Responsible for ordering supplies and equipment in collaboration with Nursing Supervisor and clinical staff, and for assisting with supply/equipment inventory as requested.
- N. Works collaboratively with other clinic personnel to coordinate optimal patient care and efficient patient flow processes, and to increase patient satisfaction with services and care.
- O. Accepts job related training assignments and development in new tasks and technologies.
- P. Performs other duties incidental to the work herein as may be assigned or delegated.

IV. ADDITIONAL RESPONSIBILITIES

- A. May assist other staff members with their duties as work load dictates.
- B. Attends seminars and conferences as needed or requested.
- C. Uses equipment safely and effectively.
- D. Demonstrates an appropriate level of knowledge of infection control for the assigned duties, awareness of the organization's mission and values, knowledge of patient rights.
- E. Complies with in-service requirements and attends mandatory meetings.
- F. Demonstrates knowledge of policies and procedures for safety in the workplace including response to: employee injury, fire, security, incidents, ban on smoking, utility failure, response to medical emergencies, and handling of hazardous material.
- G. Uses and protects access code for computer and telephone.
- H. Utilizes the employee handbook, chain of supervision and other resources.
- I. Demonstrates awareness of process improvement methodology (design, measure, assess, improve). Actively participates in performance improvement activities.

- J. Remain compliant with all Texas Board of Nursing requirements for maintaining nursing license.

V. PERFORMANCE STANDARDS:

Performance will be evaluated by the Nursing Supervisor using the AccelHealth Performance Evaluation forms wherein a satisfactory overall rating is considered a minimum acceptable level of performance.

VI. QUALIFICATIONS:

- A. Licensed Vocational Nurse (LVN) certificate from an accredited school of vocational nursing.
- B. Current unencumbered license as an LVN in the State of Texas.
- C. Current training in basic life support (BLS) for healthcare professionals.
- D. Knowledge of the Texas Nurse Practice Act.
- E. Knowledge of basic principles of health promotion, prevention, and motivation.
- F. Knowledge of medical terminology, acceptable medical abbreviations, and medical instructions/education.
- G. Bilingual (English and Spanish) preferred.

VII. PHYSICAL REQUIREMENTS:

- A. Must be able to perform the essential functions of the position:
 - May be required to lift and/or move more than 50 pounds.
 - Requires full range of body motion
- B. Must be able to meet the attendance requirements of the position.
- C. Must be able to able to travel to other clinic sites unassisted.
- D. Must be able to assist patients in evacuation in the event of an emergency.
- E. Must not pose a direct threat to the health or safety of other individuals in the workplace.

By signing below, I acknowledge that I have received a copy of this job description, that I have had an opportunity to review it, that it has been discussed with me, and I believe I can fulfill the duties contained therein.

Employee Signature

Date