

 Oroville Hospital	<b>Job Description for Licensed Vocational Nurse</b>	Department:	<b>Clinic Management</b>
		Dept. #:	<b>Various</b>
		Last Reviewed:	05/08; 08/12
		Last Updated:	

### **Reports To**

Director of Clinic Management/ Clinic Manager

### **Job Summary**

The LVN functions under the direct supervision of the provider and/or Charge Nurse on duty. The LVN assists the Charge Nurse and/or provider with direct patient care and assists with establishing priorities in delivery of patient care. The LVN administers medication and performs limited laboratory tests and documents according to established guidelines.

### **Duties**

1. Demonstrates competency and professional responsibility in the LVN role
2. Gathers data relevant to the patients individual needs and age group
3. Obtains and records:
  - Vital Signs
  - Time in/date
  - Weight
  - Medication profile
  - Immunization Record
  - Allergies
  - Chief Complaint
  - Interventions Recorded
  - Records response
  - Signature/Initials where appropriate
4. Implements the plan of care as developed by the provider
  - Follows provider orders
  - Evaluates nursing interventions on Medical record
  - Implements emergency response
  - Complies with hospital policy for receiving doctors orders including verbal and phone
5. Provides patient/family education
  - Explains discharge instructions as directed

- Hand out appropriate information sheets
6. Communicates relevant patient information
    - Reports changes in patients status to the provider
    - Documents nursing care consistent with hospital charting standards
  7. Assists with IOP studies
    - Collects data
    - Responds to corrective plans
  8. Demonstrates use of ambulance transfer policy
  9. Assists Medical Assistant in front office
  10. Uses appropriate telephone etiquette
  11. Documents appointments with accurate patient information
  12. Documents and makes physician and agency referrals
  13. Assists with filing as needed
  14. Makes follow-up telephone calls

### **Qualifications**

1. Graduate of an accredited school and currently licensed in the State of California
2. Current IV Therapy certification
3. Recent acute care experience and/or medical office/clinic nursing experience
4. Current BLS Certification
5. Must have the proven ability to maintain professional conduct, and confidentiality in the care of patients
6. Must possess basic computer skills

### **Lifting Requirements**

Heavy: frequent lifting, not more than 100 pounds (with help) and/or carrying objects weighing up to 50 pounds. There may be prolonged periods of standing, walking reaching and/or stooping.