

LICENSED VOCATIONAL NURSE I – BEHAVIORAL HEALTH

DEFINITION

Under immediate and general supervision performs professional nursing services; assists Nurse Practitioners, Physicians, and Staff Nurses in the treatment of patients; provides a variety of patient care triage and related patient focused services to provide assistance to support the functions and operation of the Behavioral Health Department; determines eligibility of personnel into health care programs.

DISTINGUISHING CHARACTERISTICS

The Licensed Vocational Nurse I is the entry and training level class to the series where incumbents learn to perform and administer a range of physical health assessments, diagnostic procedures, and treatments. Incumbents are expected to progress to the Licensed Vocational Nurse II level within a reasonable period of time. The Licensed Vocational Nurse II is the fully experienced journey-level class in the series. Incumbents work independently performing the full range of duties requiring a thorough understanding of health care practices and procedures, laws and regulations. Classes in this series are distinguished from Registered Nurse and in that the latter requires additional specialized training and licensing.

REPORTS TO

Behavioral Health Unit Supervisor – Nursing, Psychiatrist/Medical Director, Deputy Director, or Behavioral Health Director

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

LICENSED VOCATIONAL NURSE I – 2

ESSENTIAL FUNCTIONS

- Conducts skin, hearing, vision, and blood tests, interprets readings, and evaluates course of treatment.
- Measure and record patient blood pressure and other vital systems.
- Compile and review medical literature extrapolating relevant information into an organized and readily understandable format for presentation to a wide variety of audiences.
- Prepare and administer preventative health care treatments, immunizations, and vaccinations.
- Coordinate and participate in health clinics and conduct home health visits in various locations throughout the County.
- Document and maintain adequate inventories of clinic supplies.
- Prepare patients for physical examinations.
- Assist physicians with patient examinations.
- Collect and prepares specimens for mailing.
- Prepare patient files, document patient complaints, examinations, and recommended courses of action.
- Provide and communicate health and wellness information and instructions to clients and the general public.
- Prep treatment rooms for out-patient procedures, examinations, and vaccinations.
- Sterilize medical instruments before and after procedures.
- Know and adhere to health and safety standards, protocols, and equipment operation.
- Identify and utilize appropriate personal protective equipment, and safety protocols.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of modern nursing principles, techniques, methods and procedures, and standard nursing practices; principles and practices of medical diagnosis and treatment, medications and side effects, and the disease process; vaccine requirements for schools; principles and practices of medical filing, records management, and patient file documentation procedures; medical terminology and the use of nursing equipment and supplies; ethics and laws under which medicine is practiced; roles and responsibilities of community health care agencies and related health professionals; Federal, State, and local laws and regulations related to publicly funded health care services, including Mental Health Programs and reporting Child/Adult abuse; medications and side effects, and the disease process; vaccine requirements for schools; principles and practices of medical filing, records management, and patient care documentation procedures.

LICENSED VOCATIONAL NURSE I – 3

KNOWLEDGE, SKILLS, AND ABILITIES(CONTINUED)

Skill in providing effective nursing services, administering injections, assessing difficult situations and taking effective courses of action; assessing and prioritizing multiple tasks, projects, and demands; interacting with people of different social, economic, and ethnic backgrounds; working within deadlines to complete projects and assignments; establishing and maintaining effective working relations with co-workers, other County employees and the public; operating a personal computer utilizing a variety of standard software.

Ability to understand and implement limitations to scope of practice as defined by the California Board of Medical Quality Assurance and County policy; understand and implement County, State and Federal statutes, rules, ordinances, codes and regulations. Diagnose medical conditions; effectively represent the County in interactions with patients and their families, the public, other government agencies, community groups, and strategic partnerships; adhere to confidentiality requirements under HIPAA, CMIA, the Privacy Act of 1974 and other patient protection and privacy laws; and establish and maintain effective working relations with co-workers and other County departments.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

Work is performed in crisis, in clinical settings, inpatient facilities, client homes, and outpatient facilities. There is a potential for exposure to hostile situations and infectious diseases. Non-standard work hours are required. Incumbents must be able to work in and with a clinically challenging client population.

Incumbents must possess normal manual dexterity and eye-hand coordination for grasping, repetitive hand movements, and fine coordination in handling medical instruments and preparing client medical files using a computer keyboard. The position requires extended periods of sitting with periods of frequent standing and walking; corrected hearing and vision to normal range; and the ability to lift and carry up to 25 lbs.

LICENSED VOCATIONAL NURSE I – 4

TRAINING AND EXPERIENCE

Must possess and maintain valid license issued by the Department of Consumer Affairs licensed as a Vocational Nurse by the California State Board of Vocational Nursing and Psychiatric Technicians.

SPECIAL REQUIREMENTS

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California Driver's License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.