

Date: April 14, 2010

Code: TECHNICAL LETTER
HR/PCOS 2010-01

To: Human Resources Directors

Reference: HR 2010-02

From: Evelyn Nazario
Assistant Vice Chancellor
Human Resources Management



Subject: Revised Licensed Vocational Nurse (LVN) II Classification Standard (Certification Requirement)

Overview

Audience: HR professionals responsible for hiring and classifying employees

Action Item: Information only

Affected Employee Group(s)/Unit(s): Employees in Licensed Vocational Nurse I and II classifications

Summary

This technical letter provides notification to the campuses that the certification requirement listed on the Licensed Vocational Nurse (LVN) II classification standard has been revised. Those in the audience listed above should review the remainder of this technical letter for more detailed information.

This technical letter corrects the certification requirement listed on the classification standard for the Licensed Vocational Nurse II (class code 8133) as follows:

"Incumbents at this level also are expected to possess and maintain certification for ~~superimposing intravenous medications~~ therapy as defined by the BVNPT."

No other substantive changes have been made.

Classification and qualification standards can be viewed and printed at Human Resources Classification Standards Web site: <http://www.calstate.edu/HRAdm/Classification/index.shtml>.

Questions regarding this technical letter should be directed to Human Resources Management at (562) 951-4411.

EN/dm

Distribution:

CSU Presidents
Vice Chancellor, Human Resources
Vice Presidents, Administration

Vice Presidents, Student Affairs
Student Health Services Directors
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Classification and Qualification STANDARDS

Licensed Vocational Nurse Series

Classification Title	Class Code	Date Established	Date Revised
Licensed Vocational Nurse I	8134	01-31-1979	02-01-2010
Licensed Vocational Nurse II	8133	02-01-2010	04-14-2010

OVERVIEW:

This series is comprised of two classifications with progressive responsibility for nursing care within the scope of practice for Licensed Vocational Nurses (LVNs). Incumbents provide nursing care to patients in the Student Health Center performing a wide range of technical and skilled nursing duties and patient care activities under the direction of a registered nurse, nurse practitioner, physician assistant or physician and according to established standardized written procedures. LVNs are trained and licensed to administer oral and injectable medications, intravenous fluids and perform a variety of other nursing duties as defined within their scope of practice.

Incumbents may perform some duties similar to those of a Medical Assistant; however, LVNs are distinguished by the possession of a vocational nursing license which allows them to perform technical and skilled nursing duties which require specialized training, judgment and skill. LVNs also may perform some duties similar to those of a Registered Nurse, but are limited in their role regarding patient assessment and scope of practice to performing those nursing services and patient care activities assigned to them by and practiced under the direction of a physician, nurse practitioner, physician assistant, or registered nurse. In contrast, a Registered Nurse has a broader scope in terms of nursing practice and patient assessment and is distinguished by the amount of scientific knowledge and technical skills needed to perform the full range of nursing care and assessment.

Licensed Vocational Nurse I - Under the direct supervision of a registered nurse, nurse practitioner, physician assistant, or physician the LVN I performs a wide range of technical, skilled, and paraprofessional nursing duties and patient care activities within the scope of practice for a LVN. Incumbents may be involved in the development and implementation of nursing and patient care services, policies and procedures.

Licensed Vocational Nurse II – Incumbents perform the full range of LVN nursing and patient care functions, but are distinguished by additional training and/or certification in a specialty area. The LVN II may run a clinic or provide case management related to the specialty area and provide lead work direction to other Licensed Vocational Nurses and clinic support staff. Incumbents typically are involved in the development and implementation of nursing and patient care services, policies and procedures.

LICENSED VOCATIONAL NURSE I

Under the direct supervision of a registered nurse, nurse practitioner, physician assistant, or physician the LVN I performs a wide range of technical and skilled nursing duties and patient care activities within the scope of practice for a LVN. The following examples of typical work activities are meant to illustrate the general range of work functions performed by LVN I's; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities.

- ◆ Interview patient to collect data regarding the nature of the patient's condition, including symptoms and signs of illness and/or injury. Assist in patient flow and rooming.
- ◆ Prepare patients for examination by a licensed health care provider and assist in the examination when appropriate. Take vital signs including temperature, pulse, blood pressure, respiration, height and weight, and make appropriate entries on medical/health records.

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- ◆ Participate in planning and executing patient care interventions in accordance with the care plan or treatment plan prepared by practitioners, including explaining treatments to the patient teaching patient self-care. Contribute to the evaluation of individualized interventions related to the care or treatment plan and perform follow-up treatments as requested
 - ◆ Under the orders of a physician or similar licensed practitioner and according to established standardized procedures, may administer medications by various means, including intramuscular and subcutaneous routes and perform phlebotomy. Incumbents may start and superimpose intravenous lines and fluids, and administer vaccines provided a prescribed course approved by the Board of Licensed Vocational Nursing and competencies have been verified.
 - ◆ Perform a wide range of nursing services and patient care activities for which the incumbent has specific training and have been ordered by a physician or similar licensed practitioner such as, but not limited to, performing TB and other skins tests; performing electrocardiograms and pulmonary function testing; conducting irrigations and catheterizations; observing and recording drug reactions; applying and changing dressings; measuring and fitting for crutches and teaching patients to walk with crutches; ear lavage; and similar treatments and procedures.
 - ◆ Perform basic and CLIA-waived testing including obtaining specimens and assisting in acquiring other tests for patients such as preparing requisitions for laboratory and X-ray work as ordered by a practitioner.
 - ◆ Support general health center maintenance activities such as cleaning and sterilizing equipment and instruments, setting up treatment trays, changing linen in examination and treatment rooms, stocking supplies, checking refrigeration equipment is operating at required temperatures for storage of medications and specimens, and assisting in maintaining and filing medical records.
 - ◆ May be involved in the development and implementation of nursing and patient care services, policies and procedures.
 - ◆ May assist other medical or technical personnel in other clinical departments such as the laboratory, radiology, optometry, or physical therapy services and perform specialized nursing duties as needed. May coordinate the work of other clinic support staff.
 - ◆ Keep current with vocational nursing practice and requirements. Maintain competencies relative to the scope of practice.

TYPICAL QUALIFICATIONS:

Knowledge:

Thorough knowledge of nursing care principles and practices pertaining to the scope of practice; anatomy and physiology applicable to assigned duties; basic medications and their effects, as well as potential complications; application and proper use of various medical supplies and equipment used in performing assigned nursing duties; and aseptic techniques and requirements. Working knowledge of California laws and regulations pertaining to LVNs and their scope of practice.

Abilities:

Ability to perform assigned nursing duties and demonstrate appropriate nursing practices; demonstrate proper techniques and skills, competency in performing assigned nursing duties and patient care activities described above; learn related clinic procedures and handle equipment required for patient care in a Student Health Center; understand basic medical terminology; make accurate observations and accurately document a patient's subjective complaint in medical records; exercise correct judgment within the areas of assigned responsibility; follow detailed oral and written instructions; use applicable health center automated systems as needed to perform duties; maintain effective working relationships with practitioners and other health center support staff; maintain patient confidentiality in compliance with applicable federal and state laws and regulations; and be sensitive to and communicate effectively with patients from diverse backgrounds.

Education and Experience:

A high school diploma or its equivalent is required. In addition, successful completion of a state approved vocational nursing program in an accredited school of vocational nursing or equivalent training and experience as defined by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT).

Licensing/Certification Requirements:

Possess and maintain a valid license as a Vocational Nurse issued by the State of California. Incumbents also may be required to possess and maintain valid CPR/AED certification and/or IV certification as appropriate for the assigned duties.

LICENSED VOCATIONAL NURSE II

Under the supervision of a registered nurse, nurse practitioner, physician assistant, or physician, the LVN II performs the full range of LVN nursing and patient care functions, but is distinguished by the assignment of lead duties for other Licensed Vocational Nurses and/or clinic support staff. Additionally, LVN II's may oversee clinic operations and coordinate specialty clinics and/or provide case management related to a specialty area, especially if they possess additional training or certification in a specialty area. Because of the role they play in coordinating staff and clinic operations, incumbents often are involved in the development and implementation of nursing and patient care services, policies and procedures.

In addition to the general nursing and patient care duties outlined above for the Licensed Vocational Nurse I, incumbents typically perform some or all of the work activities identified below. The following examples of typical work activities are meant to illustrate the general range of work functions performed by LVN II's; they are not meant to be all-inclusive or restrictive. Work assignments may involve related activities.

- ◆ Provide lead work direction to other Licensed Vocational Nurses and other health center support staff. Lead work direction involves organizing and planning work, training and orienting employees, scheduling support staff, assigning and reviewing work, and providing input to employee selection and performance evaluations.
- ◆ May staff and coordinate a specialty clinic and/or provide case management services which require specialized training, skills or certification such as, but not limited to, an allergy or mental health clinic.
- ◆ Counsel and educate patients on matters related to the specialty area and general health.
- ◆ Assist in the development and implementation of nursing and patient care services, policies and procedures.

TYPICAL QUALIFICATIONS:***Knowledge:***

In addition to the knowledge required of a Licensed Vocational Nurse I, the LVN II must possess broader and specialized knowledge and skills which support running and staffing specialty clinics, providing case management services and providing patient counseling in the specialty area. Incumbents also must have a broader knowledge of clinic operations and the development and implementation of clinic and nursing policies and procedures, and of the basic principles of lead work direction.

Abilities:

In addition to the abilities outlined for a Licensed Vocational Nurse I, the LVN II must be able to effectively apply specialized skills, possess strong organizational skills and, if assigned, provide effective lead work direction to specified health center support staff.

Education and Experience:

A high school diploma or its equivalent is required, as well as successful completion of a state approved vocational nursing program in an accredited school of vocational nursing or equivalent training and experience as defined by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT). In addition, incumbents must possess and maintain specialized training and/or related certifications. Incumbents must possess experience necessary to successfully perform work in the specialty which typically requires a minimum of three to four years of progressive experience as a Licensed Vocational Nurse, including some experience in the specialty area.

Licensing/Certification Requirements:

Possess and maintain a valid license as a Vocational Nurse issued by the State of California. Incumbents at this level also are expected to possess and maintain certification for intravenous therapy as defined by the BVNPT. Additionally, incumbents may be required to possess and maintain valid CPR/AED certification as appropriate for the assigned duties.