

Classification and Qualification STANDARDS

Licensed Vocational Nurse Series

Class Title	Class Code	Date Revised	FLSA
<i>Licensed Vocational Nurse I</i>	8134	02-01-2010	<i>Non-Exempt</i>
<i>Licensed Vocational Nurse II</i>	8133	04-14-2010	<i>Non-Exempt</i>

Classification Standard Reformatted: 03-01-2014

OVERVIEW:

The Licensed Vocational Nurse series is comprised of two classifications with progressive responsibility for nursing care. 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. All classifications require a valid license as a Vocational Nurse issued by the State of California; and the ability to maintain effective working relationships with practitioners and other health center support staff; maintain patient confidentiality in compliance with applicable state and federal laws and regulations; communicate effectively with patients from diverse background; current on vocational nursing practice and requirements; and maintain competencies relative to the scope of practice.

Licensed Vocational Nurse I – Under the direct supervision of a registered nurse, nurse practitioner, physician assistant, or physician, incumbents perform a wide range of technical, skilled, and paraprofessional nursing duties and patient care activities within the scope of practice for a LVN.

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 LVNs and clinic support staff.

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 may also 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

The Licensed Vocational Nurse I performs work assignments that typically include some or all of the following: participate in planning and executing patient care interventions in accordance with the care plan or treatment plan prepared by practitioners, including explaining self-care treatments to the patient; 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; 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 skin tests; perform electrocardiograms and pulmonary function testing; conduct irrigation and catheterizations; observe and record drug reactions; apply and change dressings; measure and fit for crutches and teach patients to walk with crutches; ear lavage; and similar treatments and procedures; perform basic and CLIA-waived testing including obtaining specimens and assist 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; assist in maintaining and filing medical records; 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; and may coordinate the work of other clinic support staff.

MINIMUM 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; and use applicable health center automated systems as needed to perform duties.

Education and Experience:

High school diploma or equivalent. 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).

License and Certification:

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

LICENSED VOCATIONAL NURSE II

The Licensed Vocational Nurse II 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.

In addition to the general nursing and patient care duties of the Licensed Vocational Nurse I, work assignments typically include some or all of the following: provide lead work direction to other LVNs and 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; and counsel and educate patients on matter related to the specialty area and general health.

MINIMUM QUALIFICATIONS:***Knowledge:***

In addition to those of the LVN I, 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; broader knowledge of clinic operations and the development and implementation of clinic and nursing policies and procedures; and basic principles of lead work direction.

Abilities:

In addition to those of the LVN I, the ability 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:

In addition to those of the LVN I, equivalent to three to four years of progressive responsibility as a LVN, including some experience in the specialty area to successfully perform work in the specialty; possess and maintain specialized training and/or related certifications.

License and Certification:

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