

EAST TEXAS COMMUNITY HEALTH SERVICES, INC. (ETCHSI)
JOB DESCRIPTION

Position Title: Licensed Vocational Nurse (LVN)

Reports To: Director of Operations/Performance Improvement Coordinator (DOO/PIC)

JOB SUMMARY: To assist the medical team in a professional manner in a community health center setting. To administer quality nursing care to patients in accordance with established nursing standards. Responsibilities include primary health care of patients of all ages, immunizations and health education.

ESSENTIAL FUNCTIONS:

Pharmacy:

1. Maintains an adequate inventory of pharmacy medications and prepares medication orders.
2. Assists Pharmacist in re-packaging, re-labeling and logging of medications.
3. Fills medication orders in backup to the Ancillary Services Clerk.
4. Verifies patient's medications with provider's orders.
5. Responds to patient and outside pharmacy calls for refills and clarification of orders.
6. Responsible for full personal compliance with all applicable regulations for the operation of a Class D Pharmacy.
7. Uses proper telephone etiquette.
8. Does not make or receive excessive personal calls.
9. If bilingual, translates in Spanish between non-Spanish speaking staff and Spanish speaking patients as requested.
10. Performs all other duties as assigned.

Clinical; in addition to Pharmacy:

11. Assists in providing quality care in a manner appropriate to the age of the patient being served according to ETCHSI policy and procedures while providing privacy to patients.
12. Maintains accurate and complete records reflecting care rendered; i.e., patient's medical record, logs and encounter form.
13. Provides to the patient and family/significant others education about illness and the plan of care.
14. Identifies and responds promptly to changes in patient's condition and/or clinic environment. Can independently initiate code procedures and assist as needed. Demonstrates knowledge of the Vocational Nurse Entitlement Act/Practice Act.
15. Interacts with ETCHSI personnel and assists providers to ensure optimal patient care; clarifies orders as needed.
16. Assists with clinical staff training and competency/skill assessments.
17. Maintains cost control of patient supplies by eliminating excessive waste.
18. Maintains adequate inventory of medical forms, supplies, in-house medications, STD medications and immunizations and completes monthly reports as required.
19. Performs-delegates the maintenance and controls on medical equipment and documents results.
20. Organizes job duties and takes initiative in resolving problems/conflicts which enables timely completion of quality work.
21. Provides a positive role model for staff and assists in promoting their professional growth.
22. Becomes and remains familiar with and correctly practices all ETCHSI and departmental policies and procedures.
23. Administers all medications accurately using the five (5) rights, documenting medications according to ETCHSI policy and procedures.
24. Performs the following CLIA-waived lab tasks:
 - a. Performs lab procedures as ordered by clinic providers.
 - b. Maintains all lab logs; i.e., STD, pap, refrigerator temperature log, etc., as assigned.
 - c. Maintains a clean, well stocked lab area, reorders supplies, as assigned.

Lead LVN for Personnel, Training, and Equipment; in addition to the above duties:

1. Ensures appropriate availability and utilization of nurses and medical assistants to meet patient needs.
2. Assists the Director of Operations (DOO) in observing, analyzing, and revising patient flow through the clinic process to optimize traffic patterns, minimize patient waiting time, enhance communications, while maintaining patient confidentiality.
3. Assists nurses and medical assistants regarding daily operation issues.
4. Makes personnel recommendations to the DOO, including: hiring, employee performance reviews, salary adjustments, promotion, transfer, and termination of staff upon Director of Operation's approval.
5. Provides orientation and in-service training for nurses and medical assistants.
6. Ensures medical equipment is properly used and maintained.

Lead LVN for Facility, EMR, SDOs, QA/PI/RM; in addition to the above duties:

- ~~7. Oversees Medical facility maintenance.~~
- ~~8. Provides orientation and in-service training for nurses and medical assistants in the use of the Electronic Medical Record.~~
9. Assists the DOO, in conjunction with the Medical Director, with the review and/or updates of the clinical standing delegation orders and protocols at least every two years or as needed.
10. Actively participates in quality assurance/performance improvement/risk management (QA/PI/RM) program through activities including, but not limited to:
 - a. assigns data collection tasks;
 - b. assembles results of data collection for the PI Coordinator;
 - c. conducts/coordinates focused reviews;
 - d. distributes and explains QA/PI/RM reports to all clinical staff, including Providers.
11. Assists with the collection and reporting of data per federal, state, and entity requirements.
12. Assists DOO with the review and/or updates of the policy and procedures manuals relating to clinical care.

GENERAL ENTITY EXPECTATIONS OF STAFF MEMBERS:

1. Maintains confidentiality patients and provides services in a professional manner.
2. Exhibits and promotes positive relationships by showing consideration and respect for patients, visitors, and other ETCHSI personnel along with being cheerful, courteous and responsive.
3. Maintains professional and neat appearance with regular hygienic habits to prevent work place offensiveness.
4. Exhibits cleanliness and orderliness in personal and work habits.
5. Follows appropriate chain of command.
6. Is responsible for personal growth and professional development. Identifies and meets educational needs for self.
7. Is receptive to guidance and constructive criticism.
8. Attends ETCHSI educational programs.
9. Attends and participates in staff meetings.
10. Demonstrates a willingness to participate and follow through with special projects and committees.
11. Abides by ETCHSI attendance policy and established procedures for notification in case of absence.
12. Takes initiative in resolving problems and conflicts.
13. Assists in maintaining a safe, secure and aseptic environment for all patients and employees.
14. Adheres to regulatory agency requirements with respect to infectious disease and hazardous materials.
15. Is familiar with and abides by OSHA Standards, Hazardous Materials, Universal Precautions, use of personal protective equipment, Evacuation, Fire, Disaster, and Safety Plans.
16. Uses appropriate body mechanics and follows safety procedures.
17. Obtains annual TB test and attends Safety Recertification annually.
18. Completes Incident Reports within 24 hours of incident and turns them in to the Safety Officer.

EDUCATION:

Licensed Vocational Nurse degree from an accredited school of nursing. Must provide proof of Continuing Education Units (CEU) every two years.

EXPERIENCE:

One year of related clinical experience preferred.

LICENSURE:

Licensed by the Texas Board of Vocational Nurse Examiners. Maintains certification in CPR.

SKILLS:

Needs strong communication skills and the ability to accept responsibility. Utilization of sound judgment in making decisions is essential. The ability to work cooperatively with community agency personnel to coordinate services for patients. Advanced skills in making assessments of persons and situations accurately and with clarity. Ability to prepare statistical and administrative reports. Ability to document, with clarity, all information relevant to a patient's needs. Requires the ability to distinguish letters or symbols. Requires the use of various pieces of medical equipment. Requires the use of office equipment such as but not limited to computers, fax machines, telephones and copiers. Bilingual (English/Spanish) a plus.

TYPICAL PHYSICAL DEMANDS:

Requires full range of body motion including handling and lifting patients, manual and finger dexterity and eye/hand coordination. Requires standing and walking for extensive periods of time. Requires working under stressful conditions or working irregular hours. Requires frequent exposure to communicable diseases, body fluids, toxic substances, medicinal preparations and other conditions common to a clinic environment.

OSHA CLASSIFICATION: I

FLSA CATEGORY: Non-exempt

JOB CLASS AND STEP RANGE: LVN

ETCHSI reserves the right to revise or change job duties and responsibilities as the business need arises. In compliance with the EEOC 29 CFR Part 1630, if the essential functions of this position cannot be performed in a satisfactory manner by the employee, further accommodations shall be made if they do not constitute undue hardships upon this organization.

Robin L. Morse
Approved

6/8/17
Date

Revised 1-2007, 10-2010, 7-2012, 07-2014, 10-2015, 05-2017

Acknowledgement of Job Description Receipt

I acknowledge that I have received a copy of my job description, that I have read it and been given an opportunity to ask any questions.

I acknowledge that this is what my evaluations will be based upon from this date forward.

Employee's Signature: _____ Date: _____

Witness's Signature: _____ Date: _____