

**BELL COUNTY PUBLIC HEALTH DISTRICT
POSITION DESCRIPTION
LICENSED VOCATIONAL NURSE**

April 5, 2022

GENERAL DESCRIPTION:

Performs advanced technical nursing duties and assists with other related duties involved in providing ambulatory client care in a clinic within the Health District. Duties may include explaining programs offered by the Health District to individuals. The activities of the vocational nurse are based on his/her educational preparation and experience. Work is performed under the administrative supervision of the Director of Nurses and Medical Director.

WORKING HOURS:

Monday - Thursday 7am. - 4:30pm
Friday - 7am. - 11am
Evening and Weekend hours as required

ESSENTIAL FUNCTIONS:

- Utilizes the nursing process to identify physical, social and emotional health needs of individuals.
- Assists Registered Nurse in oversight of Medical Assistants, training new nursing staff, and precepting students as appropriate.
- Provides individualized care for clients attending specific clinics.
- Assumes responsibility for managing activities to attain effective clinical environment.
- Performs appropriate tasks in all clinics, to include rooming patient and assisting nurse practitioner.
- Interviews patients to obtain appropriate health history.
- Performs screening tests for which he/she has been prepared by education and experience, including venipuncture and finger sticks.
- Utilizes community relationships to assist clients in navigating health services.
- Provides medication according to agency policy and as ordered by a nurse practitioner per standing delegation orders - oral and injectables.
- Obtains vital signs and documents in EMR or on appropriate forms.
- Implements patient education and post-counseling according to standing delegation orders.
- Performs follow-up of abnormal conditions per policies/procedures.
- Notify patients of laboratory results.
- Maintain inventory and restock supplies.
- Collect and prepare basic laboratory tests / specimens.
- Performs screening tests for which he/she has been trained, including venipuncture and finger sticks.
- Required to assist in coverage at other clinic site(s) as needed to ensure appropriate staff coverage.
- Serves as part of public health emergency response efforts, as needed.
- Responsible for additional duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge and ability to perform nursing procedures appropriate for the scope of the vocational nurse.
- Knowledge of clinic and office operations.

- Ability to observe general physical condition of patients to detect signs of abnormalities.
- Ability to communicate effectively utilizing written and oral skills.
- Ability to perform phlebotomy.
- Ability to record observations completely, accurately, legibly, and concisely.
- Knowledge of agency policies, procedures, protocols, and standing delegation orders.
- Knowledge of fundamental principles of human behavior and an appreciation of the effects of stress upon individuals and groups.
- Ability to work within the team concepts in relation to nursing.
- Knowledge of need to refer specific situations to Registered Nurse for disposition.
- Ability to interact effectively and in a supportive manner with persons of all backgrounds.
- Ability to work within the team concepts.
- Ability to work efficiently and effectively.
- Ability to work well under pressure, multi-task and handle stress well.

SPECIAL CONSIDERATIONS/REQUIREMENTS/RECOMMENDATIONS:

- Valid Texas driver's license.
- Must have transportation and proof of insurance.
- Must have telephone.
- Maintain current Basic Cardiac Life Support Certification.
- Requires ability to lift clinic supplies, educational materials and machines.
- Ability to stand, sit, and drive for prolonged periods is required.
- Increased risk for exposure to and possible transmission of vaccine-preventable diseases and/or tuberculosis.
- Must have appropriate immunizations according to BCPHD Staff Member Immunization Policy.

MINIMAL QUALIFICATIONS:

- High School Diploma or equivalent.
- Licensed to practice as a Licensed Vocational Nurse in Texas
- One year of experience as a Licensed Vocational Nurse.

Note: Salary increases may be considered in relation to factors such as: merit, longevity of service, and financial feasibility.

I have read and understand the contents of my job description. I have received a copy of my job description.

Signature of Employee

Date