

## JOB DESCRIPTION

**Position Title: Staff Licensed Vocational Nurse (LVN)**

Reports to:	Director	Department:	Nursing
FLSA Classification:	Non-Exempt	Supervises Others:	No

### DESCRIPTION:

Reporting to the Director, the Staff LVN will assist with the medical day-to-day operations of the medical clinic. The job includes maintaining effective patient flow and assuring all medical services are consistent with mission and philosophy, as well as the implementation and maintenance of policies and procedures. The Staff LVN should be highly organized and skilled in managing clinical care and prioritization.

### RESPONSIBILITIES:

- Provide optimal care and assessment of patients prior, during and after being seen in the clinic.
- Handles, obtains, and processes hazardous materials, including but not limited to, urine, and blood samples.
- Some medication administration (ie. IM antibiotic injections, RhoGam)
- Maintains effective patient flow utilizing paid and volunteer staff.
- Collaborates with non-medical staff to ensure clinic procedures follow community clinic and AAAHC regulations.
- Reviews EMR for accuracy, including scrutiny for errors.
- Mentors some new or existing clinic staff as directed.
- Precepts LVN or MA students on periodic clinical rotations.
- Ensures daily cleaning is completed per Exposure Control Plan.
- Follow-up with prenatal and STD patients regarding care and lab tests as directed by provider or Director.

### ESSENTIAL SKILLS:

- Demonstrates a working knowledge of OB/Gyn evidence-based standards of care.
- Able to set-up and commence External Fetal Monitoring (NSTs, etc)
- Communicates effectively, respectfully, and courteously with all contacts – internal and external.
- Works productively, effectively, and respectfully with diverse people.
- Complies with organizational and departmental policies and procedures
- Meets all applicable safety requirements for the position and work environment
- Uses skill and best judgment to ensure written or verbal outputs are clear, accurate and of appropriate tone.
- Meets personal attendance and punctuality requirements, including but not limited to, organizing workload throughout the day to meet schedules and deadlines, meets time use policies, minimizes time spent on personal calls, personal email, and personal matters, accurately reports times and attendance.

### POSITION FUNCTIONS:

- Provide optimal care by interviewing patients and gathering/documenting health care data from patients (ie. vital signs, urine dips, health screenings) prior to, during, and after being seen in the clinic.
- Meets all responsibilities and ensures strict confidentiality and management of patient information according to HIPAA guidelines.
- Ensures understanding and compliance of policies and procedures by all students, staff, and volunteers, medical, and non-medical.
- Works with the Director to maintain adequate medical supplies in the clinic.
- May assist with medical staff / volunteer training as directed.
- Participates in clinical quality projects as directed.

**QUALIFICATIONS:**

- Current LVN license in the State of California.
- Good standing with the California Board of Vocational Nursing & Psychiatric Technicians (CBVNPT)
- Labor & Delivery experience as an LVN or OB Tech preferred.
- Clinic experience preferred
- Current BLS card.
- Bilingual preferred (English – Spanish)
- Basic knowledge of medical insurance, exposure control, and HIPAA compliance.

**COMPUTER & EQUIPMENT SKILLS:**

- Has sufficient knowledge of computer operations
- Proficient in Microsoft programs: Word, Excel, Outlook, and PowerPoint.
- Experience with AthenaHealth EMR is preferred.
- Ability to use typical office equipment.

**PHYSICAL JOB REQUIREMENTS:**

- Ability to sit, stand, and walk for extended periods throughout the day
- Able to tolerate extended periods of time at a computer station or work desk including the ability to operate computer keyboards/mouse, and office equipment
- Requires clear vision at 20 inches or less with or without corrective lenses and vision sufficient to use office equipment and drive a car safely
- Hearing and speech within normal ranges, sufficient for clear/concise communication face to face, and to speak on the telephone
- Requires some physical activity, which includes light clinic cleaning and lifting up to 10 pounds regularly and approximately 25 pounds occasionally
- Exposed to typical office environment conditions, which may include a very busy atmosphere, and loud noises/surroundings

**MENTAL AND REASONING REQUIREMENTS:**

- Uses critical thinking skills to assess patient's needs, create documents, spreadsheets, and interpret information furnished in written, oral, diagram, or schedule form.
- Able to set goals based on available/obtainable information.
- Able to prioritize work in order to meet deadlines
- Able to anticipate and problem solve likely occurrences based on current and/or historic data.
- Able to articulate appropriate responses to requests for services and information from internal or external customers.

**OTHER:**

- Maintains professional behavior and appearance
- Attends meetings and trainings as requested or assigned by supervisor
- Assists with other duties as requested or assigned

**ACKNOWLEDGMENT:**

I, (print name) \_\_\_\_\_ have read and understand the above job description and agree to comply with and be subject to its conditions. I understand that Obria Medical Clinics of Southern California, Inc. and/or The Obria Group, Inc. reserves the right to delegate, remove, expand, or change all responsibilities listed above, and they will inform me of any such change. I certify that I can perform the job duties as described with or without any accommodation.

**EMPLOYEE SIGNATURE:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SUPERVISOR SIGNATURE:**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date