

***Job Title: Licensed Vocational Nurse***

Classification Title: Clinical Nurse	Division: South Plains Public Health District
FLSA Status: N o n - e x e m p t	Primary Worksite:
Supervisor: Director of Clinical Services	
Employee Printed Name:	Employee Signature:
	Date:

**Qualifications:**

- A. Graduate of an accredited school of nursing.
- B. Currently registered with the state of Texas, or a graduate with temporary permit awaiting to take State Boards or awaiting exam results.
- C. Must be able to travel (mostly locally) if needed; must have reliable vehicle.

**Responsible to:**

- A. The Clinic RN if present.
- B. The Director of Clinical Services
- C. The Medical Director

**Working Hours:** Designated by the Director of Nurses.

- A. Adheres to a 40 hour work week -generally Monday-Friday, 8am-5pm.
- B. Special clinics and circumstances may dictate expanded hours.

**Personal Qualities:**

- A. Dresses appropriately and wears identification badge.
- B. Adheres to Policy and Procedure manual, Standing Delegation Orders, and Employee Handbook.
- C. Punctual and efficient, demonstrates initiative, interest and alertness.
- D. Maintains neat and legible handwriting when completing necessary charting and correspondence.
- E. Promotes standards of nursing practice.
- F. Competent in supervision and direct patient care.
- G. Continues to learn and develop management and patient care skills.
- H. Has memory for details and ability to follow verbal and written instructions.
- I. Maintains the strictest integrity in matters of Confidentiality and Patient Privacy. Has a thorough understanding of HIPAA regulations.

**Responsibilities and Functions:**

- A. ***Related to policy formation:***
  - 1. Offers input in development and implementation of policies and procedures, and recommends change when needed.

2. Offers input in developing and maintaining District Performance Based Objectives (PBO's).
  3. Assists in determining and maintaining standards of nursing practice for this institution.
- B. ***Related to Organization:***
1. Participates in the Nursing Service QA program and is involved in QA program when needed, specifically as pertains to PBO reports and objectives.
  2. Assures that monthly reports are complete and to the appropriate people on time.
- C. ***Related to Teaching:***
1. Assists in preparing and conducting orientation programs when requested.
  2. Teaches procedures, duties and policies at each opportunity.
  3. Suggests topics, helps research, and/or helps teach continuing education programs.
  4. Actively participates in continuing education programs and nursing meetings and demonstrates a sincere desire to learn more.
  5. Assists in teaching patients concerning health matters at each opportunity.
- D. ***Related to Budget:***
1. Maintains vigilance over economical use of supplies, equipment and personnel.
  2. Consistent in filling out appropriate forms for supply requisition.
- E. ***Related to Interpersonal and Community Relations:***
1. Promotes effective relationships with patients, families, visitors and other interested persons and/or groups in the community.
  2. Represents the facility in professional and community activities as indicated.
  3. Promotes effective working relationships with administration, medical staff, other clinics, and agencies affiliated with SPPHD.
- F. ***Related to Medication Administration:***
1. Demonstrates sincere concern for accurate dosage calculations and administration of all medications accurately and correctly.
  2. Follows correct procedure for administering medications.
  3. Completes accurate documentation of administered medications on vaccine administration form, or STD treatment form.

**Related to Patient Care:**

- A. ***General:***
1. Assists in determining the kind and amount of patient screening and education needed to meet the needs of the patient.
  2. Assists in maintaining a therapeutically and physically safe environment.
  3. Responsible for ensuring that all supplies or equipment are in working order and properly stocked in appropriate areas.
  4. Responsible for maintaining accurate and complete records for all nursing programs.
    - a. Consent to Treat forms signed on all patients.

- b. Documentation of procedures and screenings.
- c. Documentation of teaching done.
- 5. Adheres to the Standing Delegation Orders.
- 6. Demonstrates eagerness to learn more about pharmacology and improved methods of medication administration.

**B. *Program Specific Requirements:***

- 1. ***Immunizations:*** Performs 30% (appx. 12 hours/week) of duties in the Immunization Program which includes but is not limited to:
  - a. Prepare monthly vaccine inventory for her/his clinic.
  - b. Provide vaccine administration, management, storage and handling, inclusive of one 8 hour clinic day/week inclusive of periodic extended clinic hours plus immunizations on a walk-in basis on other days on a “time available” basis.
  - c. Entering of immunization records, current histories, into the TWICES system as needed.
  - d. Conduct off-site Immunization Clinics on school premises at the requests of the school.
  - e. Educate consumers regarding ImmTrac, Vaccine for Children Program, and immunization requirements for schools, daycares, and adults.
  - f. Perform daycare and school audits and provide literature, education, and assistance with securing 95% or greater immunization up-to-date status.
  - g. Assist small rural schools without a local school nurse in achieving compliance with the TEA/DSHS Immunization standards inclusive of providing complimentary school audits and technical assistance to school staff.
  - h. Investigates and enters reports of communicable diseases into NEDSS data tracking system.
  - i. Assists in implementing any control measures needed for reportable communicable diseases in her/his county.
  - j. Other duties associated with the immunization clinics as directed by the Director of Clinical Services.
  - k. Provides proper documentation of administration of vaccines as to date, vaccine, dosage, route of administration, manufacturer, lot number, and initials of nurse providing counseling and nurse administering.
  - l. Obtains consent for vaccinations.
  - m. Provides emergency treatment for anaphylaxis as per Standing Delegation orders when required.
- 2. ***Primary Health Care-Adult (appx. 20% of duties performed)***
  - a. Adheres to Standing Delegation Orders.
  - b. Demonstrates proficiency in the following:
    - 1. Initiation of patient history including demographics, medical history, allergies, and current medications. Includes Comprehensive Health Risk Assessment, annually and update as needed.

Education, both verbal and written, related to Risk Factors from Health Risk Assessment, done PRN at each patient visit.

2. Obtaining and documentation of blood pressure, blood sugar, and weight, height and temperature.
  3. Documentation of present complaints, if any.
  4. Documentation of reviewing of current medications.
  5. Documentation of teaching concerning Hypertension, Thyroid Disease, Asthma, diabetes, whichever pertains, as well as nutritional counseling when appropriate.
3. ***Sexually Transmitted Diseases: (appx. 10% of duties performed)***
- a. Adheres to Standing Delegation Orders and Texas DSHS guidelines.
  - b. Demonstrates proficiency in the following:
    1. Obtaining and documentation of a comprehensive sexual history including: current illness, history of STD's, medication history, blood tests for syphilis and/or of drug use and needle-injection practices, sexual activity, last sexual exposure, number and sex of partners, sites of sexual exposure, sexual practices, and reproductive history for women.
    2. Testing to include: Rapid HIV, Hep C, Syphilis, as indicated by SDOs, Urine Cultures CT/GC via GenProbe, drawing of blood for RPR, HIV if indicated, Oropharyngeal and/or rectal cultures if indicated. All STD patients should be strongly encouraged to have HIV and RPR counseling and testing.
    3. Counseling: concerning safe sex practices.
    4. Referral to appropriate agency for diseases not treated by SPPHD.
    5. Identification, notification, and testing of contacts.
    6. Treatment of identified STD's according to DSHS/SPPHD guidelines.
    7. Test of cure when appropriate according to DSHS/SPPHD guidelines.
    8. Reproductive Life Planning offered with each patient. Barrier methods offered at each encounter and notifies patient of availability of Emergency Contraceptive pills (this is NOT the abortion pill).
4. ***Family Planning: (Approximately 30% of duties performed);***
- a. Adheres to Standing Delegation Orders.
  - b. Demonstrates proficiency in the following:
    1. Obtaining and documenting a comprehensive health history which includes: past menstrual history, past pregnancy history, sexual history, history of STD's,

- Family Medical hx, Surgical hx, medication history, current medications, allergies, history of immunizations and current health problems.
2. Reproductive Life Plan addressed initially, annually, and PRN. Barrier methods offered at each encounter and notifies patient of availability of Emergency Contraceptive pills (this is NOT the abortion pill).
  3. Provide education on the methods of birth control, pros and cons, method effectiveness.
  4. Obtain and document current blood pressure, weight, height, dip stick urine and hematocrit if necessary. Obtain current problem list and relay information to Clinician/WHNP/FNP.
  5. Provide refills as prescribed by the physician/nurse practitioner after obtaining and documenting that the client is having no side effects or problems.
5. ***PHEP***: Minimal amount of duties(**appx. 10%**) in the Emergency Preparedness Program which includes but is not limited to:
- a. Participates in and supports the policies and procedures at forth by SPPHD.
  - b. Participates in on-call schedule for disease surveillence and reporting to maintain a 24/7 on call system.
  - c. Assist in disease investigation, contact follow up and public education to control disease outbreak.
  - d. Provides preventive education and information to the communities that SPPHD serves.
  - e. Assists in maintaining a therapeutically and physically safe environment.
  - f. Responsible for ensuring that all supplies and/or equipment are in working order and properly stocked in appropriate areas.
  - g. Responsible for maintaining accurate and complete records for all programs.
  - h. Participate in all initiative set forth by Texas Department of Health related to Public Health Preparedness.
  - i. Ability to triage patients in the event of large scale (Point of Dispensing) clinics for vaccinations or treatment efforts.
6. ***Related to Outreach Education: amount of time varies with each patient and program, as education is done for each Program Area and is all inclusive.***
- a. Assist in formulating culturally competent educational activities for varied populations at various literacy levels.
  - b. Participates in activities as requested by the Director of Clinical Services. This may include but is not limited to: blood pressure checks, glucose checks by finger stick, immunizations, TB testing, general health screens.

- c. Be knowledgeable about prevention, screening and education relating to a wide variety of topics. Including but not limited to: immunizations, hypertension, diabetes, family planning, pregnancy, tuberculosis and asthma, and infectious diseases (Zika, Covid-19, etc).
- d. Participate (usually once or twice a year) in health fairs, screening clinics or other Community Health Events. These *may* be held on weekends or after hours. (These will be infrequent and planned well ahead of time).