

**CLASS SPECIFICATION**

4/13/06

LICENSED VOCATIONAL NURSE, 2332

Summary of Duties: Under general supervision, assists physicians, registered nurses and other health specialists in performing patient care activities, such as obtaining vital signs, and performing diagnostic testing; and performs related duties as required.

Distinguishing Features: Individuals in this class will have the responsibility to provide basic nursing care, which includes obtaining vital signs, performing diagnostic testing, administering medications, oral, subcutaneous, and intramuscularly, and collecting blood and urine specimens. This class is distinguished from Occupational Health Nurse and Correctional Nurse by the fact that Licensed Vocational Nurses are not registered nurses.

Examples of Duties:

- Provides basic nursing care, including the collection of blood and urine specimens;
- Obtains vital signs;
- Performs intravenous infusion;
- Administers oral, subcutaneous, and intramuscular medication;
- Observes patient's symptoms, behavior and progress and maintains clinical records;
- Assists physicians and registered nurses with procedures, such as cardiac stress testing, as directed;
- Changes routine dressing and provides wound care;
- Assists in patient education and rehabilitation;
- Instructs patients in carrying out physician's orders;
- Assists in scheduling and preparing for outpatient clinics;
- Ensures the availability of necessary laboratory and x-ray results;
- Reviews patient records;
- Reviews and carries out physician's orders;
- Performs diagnostic tests such as, EKGs, vision, hearing and pulmonary function; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledge and abilities:

Knowledge of:

- Licensed Vocational Nurse role and responsibilities;
- Medical terminology;
- Routine diagnostic testing procedures; and
- Medication administration.

Ability to:

- Provide direct patient care activities;
- Receive verbal and written instructions
- Function within scope of practice.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to accommodate the limitation.

Minimum Requirements:

1. Possession of a valid and current California License as a Licensed Vocational Nurse; **and**
2. One year of full-time paid professional licensed vocational nurse work experience:
 - a. Drawing blood;
 - b. Performing EKG's; and
 - c. Administering medication and injections; **and**
3. Possession of a certificate from the State of California for intravenous therapy and blood withdrawal; **and**
4. Possession of a current American Heart Association CPR card.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.