UNIVERSITY OF SOUTHERN CALIFORNIA
Licensed Vocational Nurse
Job Code: 187607

Grade: HD
OT Eligible: Yes
Comp Approval: 9/12/2006

JOB SUMMARY:
Assists in the implementation and evaluation of the delivery of patient care. Under guidance of clinical supervisor, registered nurse or physician, provides individualized, direct patient care to promote restoration of health and achievement of patient health goals. Performs nursing functions in accordance with departmental policies and procedures, established standards of nursing care and practices, and licensure limitations.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Accurately obtains and records patient vital signs. Under direction of registered nurse or physician, performs established techniques for administration of medications and parenteral fluids, and obtaining specimens. Responds promptly in emergency situations.

Recognizes changes in the patient's physical and mental condition, takes appropriate action by notifying physician and/or nursing supervisor.

Provides comprehensive medical record documentation that reflects all aspects of care provided during each encounter, including patient history, medication list, allergy list, and treatments and/or procedures. Accurately and completely documents data for billing purposes.

Promotes security by alerting appropriate personnel for safety, fire and other unsafe situations. Reports any unusual occurrences to supervisor.

Assists with stocking supplies and cleaning rooms and equipment.

Ensures patient charts are prepared prior to appointment including x-rays and pertinent lab work, makes arrangements to obtain any special equipment needed. Sets up exam rooms, assists physician with exams as needed, monitors patient flow.

Performs venipuncture methods such as syringe, vacutainer, blood culture and fingerstick. Instructs patients regarding procedures including glucose tolerance preparation and proper specimen collection techniques. Provides patient care if fainting or loss of consciousness occurs.

Cleans, wraps and autoclaves instruments. Sets up surgical trays and assists surgeons during surgical procedures.

Assists and/or transports patients to exam rooms or surgical suites. Takes specimens to laboratory and returns with reports.

Maintains files and records, oversees equipment and office supply inventory. Photocopies, collates, faxes, distributes, mails, performs errands. Reads and prioritizes incoming mail. Handles or routes as appropriate.
Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

**Essential:**
- Yes  In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- High School or equivalent
- Specialized/Technical Training

**Minimum Experience:**
- 1 Year

**Minimum Field of Expertise:**
- Graduation from an accredited vocational nursing program or equivalent. Current California Licenced Vocational Nurse status required. Must have passed the NCLEX-PN licensing examination. Demonstrated intrapersonal skills and knowledge of patient care and/or needs. Must have keen observational, decision-making, and communication skills. Ability to follow orders and work under close supervision.

**Preferred Education:**
- Related Undergraduate Study

**Preferred Experience:**
- 2 Years

**Skills: Administrative:**
- Clinical documentation
- Communicate with others to gather information
- Gather data
- Input data
- Maintain filing systems
- Maintain logs
- Prioritize different projects
- Read handwritten text
- Research information
- Understand and apply policies and procedures
- Use computerized spreadsheets
- Use database and/or word processing software

**Skills: Other:**
- Knowledge of applicable laws/policies/principles/etc.
- Problem identification and resolution
Skills: Machine:
   - Autoclave
   - Computer Network (Department or School)
   - Computer Network (University)
   - Computer Peripheral Equipment
   - Fax
   - Personal Computer
   - Photocopier

Supervises: Level:
   May oversee student, temporary and/or casual workers.

SIGNATURES:

Employee: ____________________________ Date: ____________________________

Supervisor: ____________________________ Date: ____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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