



JOB DESCRIPTION

TITLE: Licensed Vocational Nurse (LVN)

STATUS: Non-Exempt, At Will

SUMMARY OF JOB: Provides care and treatment in accordance with physician orders. The Licensed Vocational Nurse (LVN) works under the direction of Registered Nurse (RN). The LVN in consultation with the RN is responsible for the health and nursing care of clients and for the safety, sanitation and infection control of the facility.

ESSENTIAL FUNCTIONS: The following functions have been determined by the Peppermint Ridge to be essential to the successful performance of this LVN position:

- Provides nursing services in compliance with federal, state and local regulations.
- Maintains required medical records per established policies and procedures.
- Orders new prescriptions and faxes refills.
- Informs appropriate persons (RN, QIDP/A, FM) of changes in clients' health status.
- Coordinates medical appointments for clients.
- Maintains the confidentiality of all privileged information regarding clients.
- Monitor individuals for medication related issues, medical treatments and routine health care needs.
- Provides basic nursing services or coordinates medical services based upon recommendations by physicians or other professionals.
- Provides a flow of documentation that clearly outlines identification of health-related concerns, treatment of these concerns and follow-up that occurs to remedy the concerns.
- Trains new employees (DTS), as necessary on medication side effects, treatment modalities and other health-related issues.

DAILY RESPONSIBILITIES:

- Oversee resident medical issues and alert supervisors (RN, QIDP/A, FM) to medical issues and/or changes in clients health. Communicates with day program staff and family members as necessary.
- Checks vital signs of each client; the frequency of this check will be determined by the needs of each clients per RN instructions.
- Replace G-tubes, administering nebulizer treatments, catheter care and other medical procedures as needed. Teach DTS staff procedures of GT care, catheter care and administering nebulizer treatments.
- Assist as needed or requested with the initial and ongoing training of DTS staff in medication administration and other pertinent medical issues.
- Talk to medical personnel by phone regarding client health issues.
- Accompany and transport clients to medical appointments and to the Emergency Room as needed and as requested. Facilitate communication of information between client and medical staff. Assist client participation in medical exams as necessary.

- When residents are hospitalized, work collaboratively with medical staff and serve as an advocate for the client by informing hospital staff of resident medical history, diet orders, physician orders, preferences, fears and communication style. Communicate admittance, status and updates to the conservator's and/or family.
- Model respect for the client and appropriate interaction style.
- When a new medication is ordered, carry out the order, verify the correct dosage and assign times it is to be given and call in the new order.
- When medications are ordered by telephone, send Telephone Order Forms to the attending physician for signature and ensure that they are returned and filed in a timely manner.
- When new medication cycles arrive from the pharmacy, LVN can check-in and double check cycles per RN instructions.
- During MD rounds in the facility, LVN will chart and carry out orders.
- Keep thorough and legible professional documentation of medical issues through charting.
- Maintain confidentiality and professionalism regarding all Company information within the facility, between facilities and outside the company regarding client, staff and company issues.
- When there is a shortage of DTS staffing, LVN may assist staff upon discretion and/or as needed.
- LVN should check the house supply and order refills as needed.
- LVN has the authority to delegate basic duties to DTS staff as needed and when needs assistance.
- Check MD appointments for the month and necessary paperwork needed (consents, consult forms, etc) prior to appointments.
- LVN maybe subjected to DTS duties.
- All client care for non-mobile clients requires two staff.
- Assist in RN training, clinical and in-services.
- Other duties assigned per RN, QIDP/A and FM.

QUALIFICATIONS:

1. Must maintain and provide copy of current copy of their LVN License/Certificate as outlined by the Board of Vocational Nursing and Psychiatric Technicians.
2. Must possess a valid California driver's license, and driving record that meets the standards outlined the agency insurance requirements and Motor Vehicle Operating Standards.
3. Must be willing to complete a health screening physical examination that includes a drug and alcohol screening, TB screening, 50 lb. lift test and lumbar x-ray. Client care requires lifting, pulling, tugging, twisting and bending at the knees.
4. Must be capable of taking and obtaining Sexual Harassment class, CPR Certification, First Aid Certification, Non-Violent Physical Crisis Intervention (CPI) cards.
5. Must be willing to complete a personal background investigation conducted by the State of California and must meet California Community Care Licensing and Department of Health standards for employment.
6. Requires the ability to think and act quickly in emergencies; ability which allows the capability of exercising sound judgment and rational thinking under varied circumstances. Must be able to work safely with people with developmental disabilities.
7. Must be willing to work with culturally integrated workplace and be willing to respect human differences based upon race, age handicap, religion, sexual orientation, political persuasion, place or origin, color, or any other condition that distinguishes people from one another.
8. Must be willing to work in other facilities and split shifts as needed.

ACKNOWLEDGEMENTS AND EMPLOYMENT AGREEMENTS:

I hereby certify that I possess all of the “Essential Requirements” of the job outlined in the job description for the position of the **Licensed Vocational Nurse (LVN)** except as noted here.

None

Or please specify any exception:

I hereby certify that I am fully capable of completing all of the responsibilities documented within the job description and that I do not have a physical or mental disability that would require a special job accommodation or that would jeopardize the health and/or safety of my co-workers during the course of my employment in this position.

OR If an accommodation is required, please specify:

I hereby certify that I understand that this job description is not intended to be all-inclusive, and that I am expected and hereby agree to perform other job-related tasks properly assigned to me by my supervisor. I clearly understand and agree that the Agency has a legal right to revise or change this document in part or in total as business needs dictate. I understand and fully agree that this job description does not constitute a written or implied contract for employment and that my employment relationship with the Agency is “at-will” for an unspecified duration and may be terminated at any time by me or the Agency as specified by Section 2922 of the California Labor Code.

If hired as a non-regular employee (on call) I understand that I am not guaranteed any number of hours per week, nor am I guaranteed any work at all. I am expected to be available to work the hours I have submitted that I am available and to come to work on time and leave at the scheduled time. The Agency will respect the limits of my availability and shall not punish me for not being available outside the hours of my stated availability. The Agency may stipulate I be available a minimum number of hours.

I also understand that the Agency schedules non-regular staff based on special circumstance need and reserves the right to match an employee to the specific special circumstance(s).

Print or Type Name: _____

Employee Signature: _____ Date: _____

Witness Signature: _____ Date: _____