

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

**CLASS TITLE:** LICENSED VOCATIONAL NURSE  
**DEPARTMENT:** VARIOUS  
**REPORTS TO:** VARIOUS

**CLASS CODE:** 40336  
**FLSA STATUS:** N  
**DATE:** 01/00

**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Performs semiprofessional routine nursing duties in the care and treatment of patients in regards to the prevention, detection, and control of diseases and the promotion of health in a variety of settings (outpatient clinics, public and mental health settings, etc.), usually to an assigned area of the community. Assists physicians and; or other professional health care providers in providing patient care.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Provides nursing care to patients under the supervision of a physician or other professional health care provider; interviews patient/parent regarding immunization and health history; takes and records temperatures, pulses, respirations and blood pressure readings; transcribes physicians orders to medication and treatment records; observes and reports patient's symptoms to nurse or physician in charge; takes verbal orders from supervisory health care providers.

Administers routine medications, immunizations/vaccines indicated in protocol and treatment as prescribed; educates clients about vaccines and side effects; gives injections and draws blood as directed; maintains related documents.

Administers infusion of intravenous fluids to patients and observes progress of infusions including the initiation of the infusion, maintenance of infusion through the addition of sample intravenous solutions, and site care.

Provides HIV/AIDS epidemiology and surveillance services; tracks and records data concerning the HIV infection by clients and route of infection; reports new AIDS cases and deaths to State; compiles reports; contacts doctors and health care providers concerning status of their clients with HIV/AIDS.

Provides immediate emergency care; assigns priorities to medical treatment.

Assists physician or other health provider professional in examination or special procedure; applies and changes dressings.

Performs inventory and maintains supplies.

Participates in the operation of public health clinics (i.e., interviewing patients, performing diagnostic tests, giving prescribed treatment; recording data; collects specimens for laboratory analysis; assists in the operation of special equipment; cleans and sterilizes medical supplies and equipment.

Instructs patients in self-administration of daily tests, medications, and therapies per physician's orders.

Documents all contacts with patients; completes required assessment reports, computer reports, and billing sheets associated with client activities and visit billing.

Maintains and enhances knowledge of public health concerns through attendance at workshops, specialty clinics, protocols, journals and classes.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Blood Pressure Cuff  
General Office Equipment

Stethoscopes  
Stadiometer

Centrifuge  
Scales

Lancets

## **MINIMUM QUALIFICATIONS REQUIRED:**

### **Education and Experience:**

High School diploma or GED; and graduation from an accredited program of Vocational nursing certification; and,

Six months to one year experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

### **Licenses and Certifications:**

Valid State Drivers License

Vocational Nurse

Cardio-Pulmonary Resuscitation

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

Applicable state, federal and local ordinances, laws, rules and regulations.

Nursing processes including assessment, nursing diagnosis, identification of client needs.

Basic public health nursing and health maintenance education.

Satisfactory completion of prescribed course of instruction in intravenous therapy.

Training in area of assignment.

Medical vocabulary commonly used in conveying instructions and others between doctors, nurses, and paraprofessional nursing employees.

Perinatal, infant, child, and adolescent growth and development, nutritional needs, and immunization.

Causes, control, and care of chronic and communicable diseases and illnesses, handicapping conditions, mental illness and other disabling conditions.

Administration of immunizations and their possible side effects, storage and inventory requirements.

Principles of mental health (i.e., normal and abnormal behavior patterns).

Infectious control practices and procedures, sterile techniques and the consequences of contaminations on safety and accuracy in the clinic.

### **Skill in:**

Using tact, discretion, initiative and independent judgement within established guidelines.

Communicating clearly and effectively, both orally and in writing.

All computer applications and hardware related to performance of the essential functions of the job.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

### **Mental and Physical Abilities:**

Ability to communicate effectively with people from a variety of cultural backgrounds.

Ability to work cooperatively and effectively with others, observing proper safety precautions and procedures.

While performing the essential functions of this job the employee is occasionally required to sit, use hands to finger, handle or feel, lift and/or move up to 10 pounds.

Specific vision abilities required by this job include: close vision, ability to discriminate between colors, and ability to adjust focus.

While performing the duties of this position, the employee is required to regularly speak and listen.

### **Working Conditions:**

While performing the duties of this position, the employee works indoors and is not exposed to outside weather conditions.

The noise level while performing these duties is generally moderate.

While performing the duties of this position, the employee is exposed to infectious diseases.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.