



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 721.1

Job Title: **LICENSED VOCATIONAL NURSE**

Pay Grade: 14

GENERAL SUMMARY:

Performs basic nursing responsibilities and assists with related health clinic, hospital, home or mobile unit duties under the supervision of a Registered Nurse.

RESPONSIBILITIES:

- Interviews patients and records their medical history using electronic health records; verifies medical history, screens immunization records.
- Administers and issues medications and vaccines according to approved standing delegation orders.
- Administers injections and skin tests; takes blood pressure, temperature, pulse and respiration and other testing.
- Assists with patient follow-up; assists nurse or physician as directed.
- Assists in compiling statistical data for reports.
- Maintains inventory of supplies and medications and cleanliness of the office/clinic.
- May make referrals and assist with emergency response activities.
- Assists to ensure positive outcomes in all clinical service areas (i.e. productivity, wait time decrease, Co-Casa scores).
- Participates in quality improvement activities including record reviews, chart audits, skills assessments, and competency evaluations.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or GED certificate and graduation from a school of vocational or practical nursing.

LICENSE / CERTIFICATION:

Must be licensed or eligible to practice as a Vocational Nurse in the State of Texas. CPR certification required. License and CPR certification must be maintained and current for continued employment.

EXPERIENCE:

One year of nursing experience as a licensed vocational nurse is required.

Two years of experience as a Certified Medical Assistant in a public health or related clinical setting may be substituted for the experience requirement.

SPECIFICATIONS: (continued)

COMPLEXITY:

Work consists of standard procedures and tasks where analytic abilities in following guidelines, policies and procedures.

IMPACT OF ACTIONS:

Errors in work lead to **minor** inconvenience and incur some costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. by to answer questions.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity which require moderate tact and cooperation.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity which require moderate tact and cooperation.

PHYSICAL EFFORT:

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

WORK ENVIRONMENT:

There are frequent exposures to extreme levels of temperature, air pollution, noise pollution, chemical gases and substances, and/or contagious diseases or physical trauma conditions of a short-term disabling nature, such as broken bones or temporary loss of sight or hearing.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be listed in the above job description.

JOB FAMILY:

Licensed Vocational Nurse

Effective: October 1990
*Revised: **October 2018***