IMPERIAL COUNTY

CLASS TITLE: LICENSED VOCATIONAL NURSE – PUBLIC HEALTH

BASIC FUNCTION:

Under the direction of an assigned supervisor, assist in the operation of clinics by providing general or specialized health care to the general public; screen and evaluate medical conditions and provide treatment, immunizations and various other services to the public; provide medical and health care advice, education, referrals and assistance to the public.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Assist in the operation of clinics by providing general or specialized health care to the general public; screen and evaluate medical conditions of patients; examine patients and identify illnesses, injuries and medical emergencies; provide treatment and administer first aid as necessary.

Assist patients with resolving health issues; develop and implement health care plans for individuals; refer patients to appropriate community resources for needed health services; follow up on health care referrals and screenings to assure medical needs are being met.

Participate in child health clinics to provide immunizations to children; assess child health, growth, development and nutritional status; participate in immunization clinics to protect the public against influenza and other illnesses; administer related rejections as directed.

Serve as a technical resource to the public concerning health services; respond to inquiries and provide detailed information concerning related issues, treatments, medications, immunizations, standards, practices, policies and procedures; provide case consultation as needed.

Participate in well-baby clinics to screen children; examine infants for early detection development problems; screen for signs and symptoms of child abuse.

Review family information including income status to determine eligibility for various health care programs as required; review and verify related information; provide and assist families with completing program forms and applications.

Assist physicians, nurses and other medical staff with physical examinations, specimen collections and medication administration.

Examine senior citizens for prevention and early detection of problems and conditions; screen for signs and symptoms of adult abuse; conduct and participate in senior citizen preventive health clinics by providing physical assessments, blood screening, eye exams and nutritional evaluations.

Compile information and prepare and maintain various records and reports related to patients, treatment, immunizations and assigned activities; prepare a variety of mandated forms and
documentation.

Train and provide work direction and guidance to assigned personnel; assign employee duties and review work to assure compliance with established standards, requirements and procedures.

Administer skin tests; perform follow-up of tuberculosis reactor by obtaining medical histories, dispensing medication and maintaining charts.

Provide health information to the public regarding child and adolescent health, disability prevention and education including methods for detecting disabling conditions, and intervention methods for parents and seniors for preventing and treating illnesses.

Communicate with personnel, various outside agencies and the public to exchange information and resolve issues or concerns.

Operate standard office equipment including a computer and assigned software; utilize a variety of medical instruments and equipment; drive a vehicle to conduct work.

Educate individuals, families and groups concerning special matters such as Sudden Infant Death Syndrome, salmonella, pregnancy and communicable diseases such as AIDS.

Monitor and maintain adequate inventory levels of medical supplies; order, receive and assure proper storage of supplies.

Attend in-service training sessions regarding current medical and nursing practices as directed.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Principles and practices of nursing care.
Diagnostic methods for illnesses, injuries and medical emergencies.
General practices, procedures, equipment and techniques involved in the identification, treatment and resolution of health problems.
Accepted techniques and equipment used for screenings and immunizations.
Clean and sterile treatment techniques.
Basic anatomy, physiology, and medical terminology.
Medicine including but not limited to infant and child immunization, adult and senior immunizations, travel immunizations, typhoid, rabies and flu vaccinations.
Diagnostic skills for medical evaluations.
Record-keeping and report writing techniques.
Oral and written communications skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

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Health and safety regulations
Technical aspects of field of specialty.
BLS techniques.

ABILITY TO:
Assist in the operation of clinics by providing general or specialized health care to the general public.
Screen, evaluate and provide treatment, immunizations and various other services to the public.
Serve as a technical resource to the public concerning health services
Provide medical and health care advice, education, referrals and assistance to the public.
Participate in a variety of immunization clinics.
Make decisions regarding appropriate care for patients.
Assess physical and medical status of patients.
Operate a variety of specialized medical equipment.
Maintain records and prepare reports.
Operate a computer and assigned software.
Meet schedules and time lines.
Perform BLS.
Operate a computer and assigned software.
Work independently with little direction.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school supplemented by college-level course work in nursing and two years of health care experience.

LICENSES AND OTHER REQUIREMENTS:
Valid registration as a Licensed Vocational Nurse in the State of California.
Valid California driver’s license.
Current BLS certificate.

WORKING CONDITIONS:
ENVIRONMENT:
Health care and clinical environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate specialized equipment and a computer keyboard.
Sitting or standing for extended periods of time.
Hearing and speaking to exchange information.
Seeing to read a variety of materials and examine patients.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by the position.

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HAZARDS:
Contact with blood and other body fluids.
Potential for contact with blood borne pathogens and communicable diseases.