



JOB INFORMATION

<i>Job Code:</i>	187607
<i>Job Title:</i>	Licensed Vocational Nurse
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	Nursing
<i>Job Family Group:</i>	Nursing Services
<i>Management Level:</i>	7 Individual Contributor

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 QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>	
X		High school or equivalent		With
X		Specialized/technical training	Nursing	
	X	Related undergraduate study		

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>	
X		1 year		
	X	2 years		

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Demonstrated intrapersonal skills and knowledge of patient care and/or needs.
X		Keen observational, decision-making, and communication skills.
X		Ability to follow orders and work under close supervision.

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Completion of an accredited vocational nursing program or equivalent

Licenses

<i>Req</i>	<i>Pref</i>	<i>License(s)</i>
X		Licensed California Vocational Nurse.
X		Must have passed the NCLEX-PN licensing examination.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
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.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/

<i>Campus Security Authority (CSA)</i>	<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/	No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.