

RESOLUTION NO. 13-7860

RESOLUTION TO ADOPT THE JOB DESCRIPTIONS AND CLASSIFICATIONS OF LICENSED VOCATIONAL NURSE I & II; AND TO DELETE THE CLASSIFICATION OF LICENSED VOCATIONAL NURSE.

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and **WHEREAS**, unlike the other nursing classifications within the Public Health Department, the Licensed Vocational Nurse classification was a single classification; and **WHEREAS**, as a single classification there was no career ladder or advancement within this nursing classification; and **WHEREAS**, this can cause issues with recruitment and retention of this level of nurses; and **WHEREAS**, it has been determined that it would be in the best interest of the County to create a Licensed Vocational Nurse II classification.

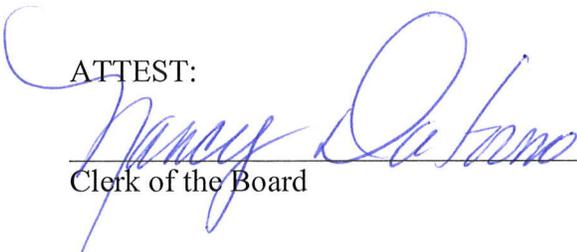
NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

The County's classification plan is hereby amended to reflect the addition of Licensed Vocational Nurse I and II; and to delete the Licensed Vocational Nurse classification as presented to the Board.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 9th day of April, 2013 by the following vote:

AYES: Supervisors THRALL, GOSS, SIMPSON, KENNEDY, SWOFFORD
NOES: Supervisors NONE
ABSENT: Supervisors NONE

ATTEST:



Clerk of the Board



Chairperson, Board of Supervisors

LICENSED VOCATIONAL NURSE I

DEFINITION

Under general supervision, to perform a variety of health related activities in the provision of basic nursing care; to administer immunizations and vaccinations, hearing and vision screening, basic skin and blood test, and blood pressure monitoring; to assist with activities related to implementation of various health programs; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The Licensed Vocational Nurse I is the entry level to the Licensed Vocational Nurse class series. Incumbents in the Licensed Vocational Nurse I class do not have the necessary years of experience to qualify as a Licensed Vocational Nurse II class. Incumbents in both the Licensed Vocational Nurse I and II classifications lack the education or license requirements to qualify as either a Registered Nurse or Public Health Nurse. Incumbents perform a variety of clinical and basic nursing duties consistent with their license and experience.

REPORTS TO

Director of Nursing.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

LICENSED VOCATIONAL NURSE I – 2

EXAMPLES OF DUTIES

- Performs, reads, and evaluates skin, hearing, vision, and blood tests.
- Performs and evaluates blood pressure readings.
- Provides health education sessions.
- Administers immunizations and vaccinations.
- Participates in health care clinics throughout the County, coordinating them as assigned.
- Conducts home health care visits throughout County.
- Maintains a current inventory of clinic supplies.
- Operates a mobile health van.
- Evaluates medical records and determines the need for patient immunization or vaccination.
- Prepares patients for physical examinations.
- Weights and measures patients.
- Assists with examinations.
- Refers clients to other health care providers.
- Prepares specimens for mailing.
- Prepares a variety of statistical reports.
- Provides general health information and instruction to individuals and families.
- Answers health related questions from the public.
- Performs sterilization of equipment.
- Maintains safety requirements in a clinical setting.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office or clinic environment; exposure to communicable diseases; continuous contact with staff and the public.

LICENSED VOCATIONAL NURSE I – 3

Training and Experience:

- Prior general nursing experience or at least one year of experience as a Certified Nurse's Aid or Medical Assistant.
- Completion of nursing studies and curriculum sufficient to obtain requisite licenses from the State of California.

Special Requirements:

- Possession of a valid license as a Licensed Vocational Nurse issued by the California Board of Nursing
- Possession of an appropriate California Driver's License issued by the California Department of Motor Vehicles.
- All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

LICENSED VOCATIONAL NURSE II

DEFINITION

Under general supervision, to perform a variety of health related activities in the provision of basic nursing care; to administer immunizations and vaccinations, hearing and vision screening, basic skin and blood test, and blood pressure monitoring; to assist with activities related to implementation of various health programs; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents in the Licensed Vocational Nurse II classification perform many activities on a relatively independent basis. They work under less direction and supervision than a Licensed Vocational Nurse I Classification. Incumbents in both the Licensed Vocational Nurse I and II classifications lack the education or license requirements to qualify as either a Registered Nurse or Public Health Nurse

REPORTS TO

Director of Nursing.

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

LICENSED VOCATIONAL NURSE II – 2

EXAMPLES OF DUTIES

- Performs, reads, and evaluates skin, hearing, vision, and blood tests.
- Performs and evaluates blood pressure readings.
- Provides health education sessions.
- Administers immunizations and vaccinations.
- Participates in health care clinics throughout the County, coordinating them as assigned.
- Conducts home health visits throughout the County.
- Maintains a current inventory of clinic supplies.
- Operates a mobile health van.
- Evaluates medical records and determines the need for patient immunization or vaccination.
- Prepares patients for physical examinations.
- Weights and measures patients.
- Assists with examinations.
- Refers clients to other health care providers.
- Prepares specimens for mailing.
- Prepares a variety of statistical reports.
- Provides general health information and instruction to individuals and families.
- Answers health related questions from the public.
- Performs sterilization of equipment.
- Maintains safety requirements in a clinical setting.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office or clinic environment; exposure to communicable diseases; continuous contact with staff and the public.

LICENSED VOCATIONAL NURSE II – 3

Training and Experience:

- Two (2) years of nursing experience in a capacity similar to Licensed Vocational Nurse I with Plumas County
- Completion of nursing studies and curriculum sufficient to obtain requisite license from the State of California.

Special Requirements:

- Special Requirements: Possession of a valid license as a Licensed Vocational Nurse issued by the California Board of Nursing
- Possession of an appropriate California Driver's License
- All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.