

**San Jose/Evergreen Community College District  
Professional Expert- Job Description**

**Position:** Licensed Vocational Nurse (LVN)

**Department:** Student Health Services

**Location:** Evergreen Valley College *or* San Jose City College

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**SUMMARY**

Under the supervision of assigned administrator, the Licensed Vocational Nurse (LVN) will provide direct nursing services within their scope of practice, as described under the California Department of Consumer Affairs, Board of Vocational Nursing and Psychiatric Techs. Technical supervision may be received from the Director of Health Services, Medical Doctor (MD), Nurse Practitioner (NP), or Registered Nurse (RN). In addition, the LVN will support the Student Health Services Department as needed in the front office, the back office, and on the college campus.

**DISTINGUISHING CHARACTERISTICS**

The LVN position requires knowledge of the services provided and tasks required in a medical clinic, such as basic first aid, lab specimen collection including phlebotomy, medical terminology, privacy laws, medical record documentation, and calibration of lab instruments. All LVN assessments are to be reviewed and co-signed by a Registered Nurse or higher-level medical provider.

**ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:**

1. Performs Immunization and Tuberculin Skin Testing
  - a. Assesses the need of specific immunizations
  - b. Administers various immunizations and TB skin tests
  - c. Determines the results of TB skin tests and refers patients to outside community agencies, as appropriate
  - d. Conducts TB Symptom Review
  - e. Logs administered immunizations and TB tests
2. Conducts Family Planning
  - a. Provides birth control counseling
  - b. Assesses the need and administers Emergency Contraception, as appropriate
  - c. Performs pregnancy tests
  - d. Provides STI testing and safe sex counseling
3. Assesses the injury or illness and provides first-aid
4. Autoclaves medical instruments and calibrates lab testing equipment
5. Performs blood draws, collects urine/and other lab samples, prepares and labels specimens for transport to the reference lab, as ordered by NP or MD
6. Performs other additional in-house lab tests and duties, as directed by RN, NP, or MD
7. Assesses the nature of the medical emergency calls, provides basic triage to urgent care callers, and refers to healthcare providers for further evaluation.
8. Initiates calls to outside healthcare services and agencies, providing information, resolving matters, or routing calls, as necessary.

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9. Completes District Incident Report forms and submits the reports to the proper authorities. If appropriate, will assist students in filling out and submitting Student Accident Insurance Claims.
10. Provides assistance with scheduling clinic appointments and organizing medical files, verifying that the file contains the necessary identification, consent agreements, and forms.
11. Completes all tasks associated with lab testing, including filling out requisitions, collecting lab specimens, packaging the specimens for pick up by the reference lab, printing lab results for medical providers, calling patients with results, and documenting lab results and follow up notification.

## **QUALIFICATIONS:**

### **Knowledge and Skills:**

1. Knowledge of the practices and techniques of medical office procedures
2. Basic knowledge of medical terminology and patient care diagnostic codes
3. Familiarity of medical documentation in an Electronic Health Record (EHR)
4. Understanding of the laws, rules, and privacy regulations governing health care records, as well as applicable federal and state laws for working with students
5. Demonstrates well-developed human relation skills, working effectively and cooperatively with professional staff members and students
6. Communicates technical, confidential, and sensitive information to others, both verbally and in writing
7. Skilled in computer use for word processing, data entry, and creating spreadsheets
8. Possesses sufficient math skills to record measurements, medications, and statistics

### **Abilities:**

1. Carries out the duties of the position with limited direction.
2. Demonstrates the ability to setup, maintain, and organize medical files and documents.
3. Works well with and shows sensitivity toward a diverse student population from a wide range of ethnic, social, and economic backgrounds.

### **Physical Abilities**

1. Sufficient ability to walk and stand for an extended period of time
2. Sufficient hand-eye coordination and manipulative skills to perform the job duties
3. Sufficient visual acuity to read words and numbers and observe student behavior
4. Sufficient auditory ability and English language ability to carry on conversations in person and over the phone

### **Education and Experience:**

1. High school diploma and higher education in medical office administration
2. Graduate of accredited school of nursing
3. Sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students on campus, who may have historically experienced discrimination or underrepresentation
4. Ability to work within a team environment
5. Previous LVN experience preferred

### **Licenses and Certificates:**

1. Requires a valid California LVN license

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2. Requires current CPR/AED/First Aid certification

Hourly Wage: \$24/hour

HR/06.29.17

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