DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 576-190-8249-XXX	**Date:**
Class: Licensed Vocational Nurse (SNF)	**Name:**

Under the clinical direction of a Registered Nurse or Physician and the supervision of the Supervising Registered Nurse or designee:

Percentage of time performing duties:	ESSENTIAL FUNCTIONS
35%	Make rounds with physician as requested and report unusual resident conditions to physician or nursing supervisor without delay. Transcribe doctor's orders and make out lab and x-ray slips. Administer medications, and record in proper areas on Nurses' Notes. Assume responsibility for seeing that consents, laboratory reports, and charts are complete for resident going to surgery or for special treatments and those residents are properly prepared.
20%	Assist with initial resident interview and assessment on admission and: Explain role of various staff members on the unit; In absence of RN, complete nursing history and assessment; orient residents to physical layout of ward, specific ward routine, and use of call bell; and assure that physical inventory of resident's belongings is completed. Assist in formulation and revision of nursing care plans. Identify rehabilitative potential of individual residents and plan care directed toward attaining optimum level of function as demonstrated by: Maintaining proper body positions and body alignment of bedfast residents; maintaining adequate nutritional fluid intake; maintaining bowel and bladder training program; assisting residents in adjusting to their disabilities and redirecting their interests; assisting residents in the techniques of ambulation and carrying out exercise as directed by the physical therapist between his visits; assisting and teaching the activities of daily living (feeding, dressing, grooming and toilet activities); and assisting in teaching re-motivation and reality orientation where appropriate.
20%	Complete weekly summaries as scheduled by the SRN on SNF wards. Documentation in these summaries will reflect the resident's care plan. Assure that appropriate vital signs are taken and recorded as indicated for level of care assigned. Ensure that all residents have monthly weight taken and recorded and report any significant change to the physician immediately.
10%	Participate in multidisciplinary team meetings as indicated on a weekly basis and ensure updating and review of every resident care plan on a quarterly basis on SNF wards. Participate and conduct as necessary daily resident care conference on acute ward. Participate in change of shift report and communicate pertinent information to all members of nursing team.
10%	Familiarize staff with optimum standards of residents care and stimulate a positive attitude toward these standards. Insist that safety precautions and regulations for residents and staff be observed at all times. May give direct personal resident care as assigned by the RN. Working overtime is a requirement of this position.
	NON-ESSENTIAL FUNCTIONS
5%	Other related duties as assigned.

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PART B - PHYSICAL AND MENTAL REQUIREMENTS OF ESSENTIAL FUNCTIONS

Activity	Not Required	Less than 25%	25% to 49%	50% to 74%	75% or More
VISION: Read; write, observe residents call lights.					X
HEARING: Answer telephone; attending committee meetings; listen to residents/family and staff issues and concerns.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Walk from one unit to the other during rounds.					X
SITTING: In workstations; meetings; and trainings.			X		
STANDING: Attend to residents and staff.					X
BALANCING: Trays; carts, linens.		X			
CONCENTRATING: Review charts; verbal and written communication; provide information; observe residents; prepare various forms and documents.					X
COMPREHENSION: Understand resident needs; laws, rules, regulations, policies and procedures; contents of meetings trainings and work discussions.					X
WORKING INDEPENDENTLY: Must be able to work alone without much guidance or interaction from other staff at times.					X
LIFTING UP TO 10 LBS:					X
LIFTING UP TO 10-25 LBS:					X
LIFTING 25-50 LBS:				X	
FINGERING: Push telephone buttons; operate personal computer, copier, and medical monitoring equipment.					X
REACHING: Answer telephone; use a mouse; print documents on desk printer; reach for charts and medical reports.				X	
CARRYING: Medical equipment; charts and reports.					X
CLIMBING:				X	
BENDING AT WAIST: Bed making, empty linen hampers carts.				X	
KNEELING: When during range of motion.				X	
PUSHING OR PULLING: Carts; wheelchairs.					X
HANDLING: Residents; Charts; medical equipment.					X
DRIVING: Special events.		X			
OPERATING EQUIPMENT: Computer; telephone; copy machine; fax; medical equipment.					X
WORKING INDOORS: Enclosed office environment.					X
WORKING OUTDOORS: Special events.		X			
WORKING IN CONFINED SPACE: Enclosed office environment, storage rooms, linen rooms, resident closets, etc.					X

I have read and understand the duties listed on this Duty Statement and I can perform these duties with or without reasonable accommodation. (If reasonable accommodation may be necessary, discuss any concerns with the Equal Employment Opportunity Office.)

Employee signature _____ Date _____

Supervisor signature _____ Date _____

Human Resources signature _____ Date _____