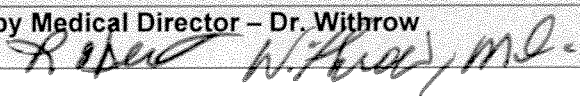
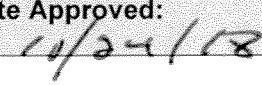


**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – COALINGA**

CLASSIFICATION: LICENSED VOCATIONAL NURSE (SAFETY)	
Approved by Medical Director – Dr. Withrow Signature: 	Date Approved: 

1. **MAJOR TASKS, DUTIES AND RESPONSIBILITIES:** Under clinical direction of a registered nurse or physician and under assigned administrative supervision at a State developmental center, State hospital/facility, or correctional facility, in a program providing care to forensic clients, patients, or inmates; provides a basic level of general nursing care to forensic clients, patients, or inmates with mental, emotional, or developmental disabilities, or visually impaired, medically ill, or infirm forensic clients, patients, or inmates; and does other related work.
 - 35%**
 - Performs nursing procedures such as administering medications including oral medications and hypodermic injections or subcutaneous medications as allowed under the Licensed Vocational Nurse (LVN) practice act;
 - Observing patients for physical condition changes and behavior changes and reporting such noted changes to the RN and Shift Lead, physician, psychologist or other discipline of the Treatment Team as needed.
 - Ability to complete recording nursing notes in the patient's clinical record; preparing and caring for patients during treatment; giving first aid as needed. Assist medical providers during patient appointments, prepared patient for appointments and scheduled patient appointments.
 - Assist in scheduling patient/inmate appointments.
 - 25%**
 - Helps to create a clean, safe and therapeutic environment for patients; and assist patient during medical appointment.
 - Apply basic nursing and mental health principles in all relationships with patients;
 - Develop, encourage participation in; follow safe work practices; protect patients, and others from personal injury;
 - Order supplies as needed; keep records; and participate in in-service training programs.
 - 25%**
 - Works with other disciplines as part of the Treatment Team to provide an overall treatment program for the patient;

- Assist rehabilitation therapists in occupational, recreational, vocational, and educational therapy programs for patients to motivate and assist patients with activities of daily living.
 - Document in patient's clinical record.
- 10% • Assist in responding to emergency situations to perform CPR and administer necessary medications according to their practice act.
- 5% • May be called upon to perform tasks including escorting patients of the facility and in the community and custody tasks.

2. SUPERVISING RECEIVED:

On-Site Clinic – Supervising Registered Nurse (Safety)

Programs – Unit Supervisor (Safety)

3. SUPERVISION EXERCISED:

None

4. KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF: Fundamentals of nursing care, including medication administration; general nursing procedures and techniques involved in the forensic client/patient/inmate care; principles used in caring for individuals who are immobile; medical terminology; and general hospital/facility routine and equipment.

ABILITY TO: Perform nursing procedures as regulated by licensure and certification; observe and document symptoms and behavior; maintain records and prepare reports; gain the interest, respect, and cooperation of forensic clients/patients/inmates; work effectively with forensic clients/patients/inmates and the interdisciplinary treatment team; function effectively in an emergency situation; and practice universal precautions.

SPECIAL PHYSICAL CHARACTERISTICS: Incumbents must possess and maintain sufficient strength, agility, and endurance to perform during physically, mentally, and emotionally stressful and emergency situations encountered on the job without endangering their own health and well-being or that of their fellow employees, forensic clients, patients, inmates, or the public.

5. REQUIRED COMPETENCIES:

ANNUAL HEALTH REVIEW: All employees are required to have an annual health review and TB test or whenever necessary to ascertain that they are free from

symptoms indicating the presence of infection and are able to safely perform their essential job functions.

INFECTION CONTROL: Applies knowledge of correct methods of controlling the spread of pathogens appropriate to job class and assignment.

HEALTH AND SAFETY: Activity supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR: Maintain current certification if applicable.

THERAPEUTIC STRATEGY INTERVENTION (TSI): Supports safe working environment; practices the strategies and interventions that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior.

CULTURAL AWARENESS: Demonstrates awareness to multicultural issues in the work place that enable the employee to work more effectively.

RELATIONSHIP SECURITY: Demonstrates professional interactions with patients, and maintains therapeutic boundaries. Maintains relationship security in the work area; takes effective action and monitors, per policy, any suspected employee/patient boundary violations.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION: Maintains and safeguards the privacy and security of patients' protected Health Information and other individually identifiable health information; whether paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES: Demonstrates professional interactions with patients and maintains therapeutic boundaries.

TECHNICIAN PROFICIENCY (SITE SPECIFIC): IV certification and competency in administration of medications.

6. **LICENSE OR CERTIFICATION:** It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Services.

7. **TRAINING:**
Training Category – 1 – Training Procedure No. 03-11.

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS:

ADMINISTRATIVE DIRECTIVE AD-146:

Each employee shall be fully acquainted with the rules and regulations of the Department of State Hospitals (DSH) and of the hospital.

EMPLOYEE IS REQUIRED TO:

1. Report to work on time and following procedures for reporting absences.
2. Maintain professional appearance.
3. Appropriately maintain cooperative, professional, and effective interactions with employees, patient/client and the public.
4. The work entails routinely encountering clients and interacting with staff throughout the facility, thus sensitivity and tolerant even temperament is required.
5. The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

Employee Signature

Print Name

Date

Supervisor Signature

Print Name

Date