

DUTY STATEMENT
DSH3002 (Rev. 01/2020)



Box reserved for Personnel Section

		RPA #	C&P Analyst Approval	Date	
Employee Name		Division Clinical Administration			
Position No / Agency-Unit-Class-Serial		Unit Assistant Clinical Administrator's Office			
Class Title Licensed Vocational Nurse (LVN)		Location DSH-Patton			
Subject to Conflict of Interest <input type="checkbox"/> Yes <input type="checkbox"/> No		CBID	Work Week Group:	Pay Differential	Other
<p>Under direction of the Clinical Administration Department, License Vocational Nurse (LVN) provides licensed staff help in carrying out activity and training programs for clients/patients. The LVN medical escort will primarily provide patient escorting hospital wide to and from medical appointments throughout the hospital compounds and motivate patients to attend their medical appointments. Additionally, LVN's will be responsible for administers oral and parental medications; maintains optimal motor function by positioning and exercise; prepares, passes, and charts medications; takes temperature, pulse, respiration, and blood pressure; observes and reports client/patient symptoms; performs urinary bladder irrigation's; assists in setting up bowel training programs and other restorative activities; cleans and sets up equipment; collects specimens, administers enemas, provides care in instances requiring adherence to aseptic and isolation technique; prepares clients/patients receiving specialized treatments administered by the registered nurse or the physician and may assist in the administration of such treatments; gives tracheotomy and colostomy care; carries out procedure to assist with elimination, suction, and tube feeding; administers pre- and post-operative nursing care; provides for the safety, emotional and physical comfort of the client/patient; participates in the evaluation of the client/patient needs and the formulation of nursing care plans.</p>					
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first; percentage must total 100%. (Use additional sheet if necessary).				
40%	Escorting patients to medical appointments, monitor patients while they are in the waiting room and during transportation. Assists in the provision of basic nursing care and assist with patient activities including unit routines. Demonstrates a basic understanding of nursing requirements. Assists patients in developing self-reliance in activities of daily living. Takes appropriate action in emergency situations.				
30%	Maintain and monitor databases/spreadsheets enter data about patient medical appointments.				
20%	Observes and reports changes in patient's behavior or health status to the Registered Nurse and Shift Lead. Documents vital signs, I & O, ADL's, etc.				
10%	Participates in unit environmental inspections and maintains a clean, safe environment. May perform routine housekeeping tasks.				

Other Information	<p>SUPERVISION RECEIVED</p> <p>As delegated by the Nurse Administrator and Clinical Administrator, the LVN's will be under the direction of the ACA or other delegated nursing staff supervisors.</p> <p>KNOWLEDGE OF:</p> <p>Basic nursing care methods and techniques.</p> <p>ABILITY TO:</p> <p>Apply basic level-of-care services to clients/patients and work in the Structured Treatment area.</p> <p>REQUIRED COMPETENCIES</p> <p style="text-align: center;">PHYSICAL</p> <p>The incumbent must possess the necessary physical, mental, and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes, but not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing, and pulling up to 25 pounds, and repetitive fine motor and hand motion.</p> <p style="text-align: center;">SAFETY</p> <p>Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.</p> <p style="text-align: center;">CULTURAL AWARENESS</p> <p>Demonstrates awareness to multicultural issues in the workplace, which enable the employee to work effectively.</p> <p style="text-align: center;">PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION</p> <p>Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is paper, electronic, or verbal form in compliance with HIPAA and all other applicable privacy laws.</p> <p>SITE SPECIFIC COMPETENCIES</p> <ul style="list-style-type: none"> • Possess excellent communication skills

- Manage hospital compliance with issues of Privacy and Security
- Ability to gain and maintain the confidence and cooperation of staff at all levels of the organization, outside agencies and assigned legal counsel. California Criminal Laws, Statutes, and Codes.
- Report to work on time and follow procedures for reporting absences
- Maintain professional appearance
- Appropriately maintain cooperative, professional, and effective interactions with employees, and the public.
- The work entails routinely encountering and interacting with patients, family's conservators, judges, court personnel, attorneys, staff from other DSH and non DSH facilities, union representatives and staff throughout the facility, thus sensitivity and tolerant, even-temperament is required.

TECHNICAL PROFICIENCY (SITE SPECIFIC) –

- Exercise self-motivation and the ability to meet established deadlines
- Ability to multitask and handle both systemic and detailed work in an organized and tactful manner
- Ability to process information quickly, accurately, and objectively

WORKING CONDITIONS (FLSA)

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. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and can safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to always maintain confidentiality.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

Employee's Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date