DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A

Position No: 574-322-8249-003	**Date:**
Class: Licensed Vocational Nurse	**Name:**

The Licensed Vocational Nurse (LVN) will be a qualified LVN who meets the legal requirements to practice as a professional LVN in California.

Under the supervision of Supervising Registered Nurse and the clinical direction of the Registered Nurse on the Skilled Nursing Units, the LVN is responsible for the listed duties, which include but are not limited to the following:

Percentage of time performing duties:	ESSENTIAL FUNCTIONS
40%	Make rounds and immediately report unusual resident conditions to physician or the charge nurse. Establish consistent routine. Transcribe/note physician's orders. Obtain medications from the Talyst Remote Dispensing Unit (RDU). Administer medications and treatments as per physician's orders and according to established procedures by any route except intravenous and intrathecal. Evaluate medication administration schedule to assure proper absorption, monitor for side effects of prescribed medications, vital signs, and resident behavior. Provide ample amount of fluids during medication administration unless fluid restriction is ordered by the physician. Monitor for signs and symptoms of dehydration. Record all nursing care and treatment plans on the Medication Administration Record (MAR), and Treatment Administration Record (TAR). Assume responsibility for completing consents, laboratory reports, and charts. Complete assigned weekly summaries as scheduled by the RN/Charge Nurse and/or SRN. Documentation in these summaries will reflect the resident care plan. Documentation will be done on each shift of resident care, as scheduled. Identify nursing problems including physical, emotional, and social needs and begin formulating a written plan of care. Assist with initial resident interview and assessment upon admission, discharge, transfer, and death of a resident. Assist professional technicians before, during, and after residents' treatment program. Identify rehabilitative potential of individual residents; plan care directed toward attaining optimum level of function. Assure that appropriate vital signs are taken and recorded as indicated for level of care assigned. Assess for signs and symptoms of pain or discomfort. Use nursing measures of comfort and medicate resident as needed. Assure that all residents have weekly/monthly weight taken and recorded; report significant changes to the physician and registered dietitian immediately. Supervise all meals to prevent choking/aspiration; assess tolerance to prescribed diet and consistency, make sure that resident is properly positioned for all meals. Monitor and record percentage of food intake. Participate, as necessary; in daily resident care conferences on unit, planning for and evaluating nursing care for residents. Participate in change of shift report and communicate pertinent information to nursing team. Motivate and assist residents to develop self-reliance in activities of daily living. Allow rest periods to minimize fatigue. Answer call-lights promptly. Check controlled drug inventory, accept from and/or give controlled drug keys to incoming licensed nurse. Responsible for checking emergency drug supplies. Maintain medication refrigerator, medication room, and medication and treatment carts ensuring they are clean and in order.

15%	Support the effort of other therapies by effectively carrying out restorative nursing measures established. Teach basic health measures, activities of daily living and carry out other routine aspects of care. Ensure maintenance or restoration of correct body alignment and mobility, resident's personal hygiene, and skin integrity.
15%	Perform optimum standards of resident care and observe safety and Infection Control precautions and regulations at all times and stimulate a positive attitude toward these standards. Participate in nursing care to meet emergency situations, assist in providing a safe environment for the residents.
15%	Participate in continuing education programs to maintain and upgrade nursing knowledge and skills; make suggestions through appropriate channels for revising procedures and policies when indicated. Participate in committees formed to improve quality of resident care as requested.
10%	Other LVN duties as assigned to meet resident and facility's needs. Must adhere to the policies and procedures of the facility. Float to other units as necessary. 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: Phone, call lights, residents' conversation reports.					X
SPEAKING: Communicate with staff, residents and the public in person and via telephone; interact in meetings.					X
WALKING: Within the home to various units.					X
SITTING: Work station; meetings; training.			X		
STANDING: Wait for residents.				X	
BALANCING: Trays, carts, linens.				X	
CONCENTRATING: Document updates in resident records; verbal and written communication; observe residents.					X
COMPREHENSION: Understand resident needs; laws, rules, regulations, policies and procedures, content of meetings, training and work discussions.					X
WORKING INDEPENDENTLY: Must be able to apply laws, rules and processes with minimal guidance.					X
LIFTING UP TO 10 LBS:					X
LIFTING 10-25 LBS:			X		
LIFTING 25-50 LBS:		X			
FINGERING: Push telephone buttons, calculator keys, and computer keyboard.		X			
REACHING: In closets, food carts, linen carts.		X			
CARRYING: Linens, trays, charts.			X		
CLIMBING:		X			
BENDING AT WAIST: Bed making; empty linen hampers; empty carts.		X			
KNEELING: When during range of motion.		X			
PUSHING OR PULLING: Carts, machines, lifts, residents' wheelchairs.			X		
HANDLING: Paper, residents, machines, medical equipment.			X		
DRIVING: Special events.		X			
OPERATING EQUIPMENT: Lifts, carts, vital signs machine, showers, and tubs.				X	
WORKING INDOORS: Facility.					X
WORKING OUTDOORS: Special events.		X			
WORKING IN CONFINED SPACE: Storage room, residents' closets, linen room, med room.		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 _____