

DUTY STATEMENT
CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

PART A	
Position No: 576-336-8249- 006	Date:
Class: Licensed Vocational Nurse	Name:
Under the clinical direction of the Supervising Registered Nurse, provides a basic and technical level of nursing care that is consistent with their professional vocational license in a Residential Care Facility for the Elderly (RCFE) to disabled veterans and their eligible spouses. The LVN is responsible for addressing and evaluating the ongoing needs of the residents, working collaboratively with the physician and other health care providers, and promoting the efficient, appropriate, and cost-effective use of health care resources available to our residents which include but are not limited to the following;	
Percentage of time performing duties:	ESSENTIAL FUNCTIONS
35%	Make rounds with Physician/Nurse Practitioner as requested and report unusual resident conditions to physician or nursing supervisor without delay. Transcribe doctor's orders, complete lab and x-ray slip, and communicate changes with pharmacy. Administer medications and treatments utilizing the medication administration record (MAR) and Treatment administration record (TAR) and record in proper areas on Nurses' Notes. Assume responsibility for seeing that consent, laboratory report, and charts are complete for residents going to surgery or for special treatment and that residents are properly prepared. Report changes in resident condition to MD and SRN and document in resident clinical record. Closely monitor residents with restricted conditions such as; residents having oxygen, indwelling urinary catheter, colostomy, shortness of breath (COPD), or on hospice services. Interface with Pharmacy & order medications. Receive pharmacy deliveries, organize and ensure policies & storage of medication are carried out. May act in a lead capacity.
20%	Assist with initial resident interview and admission assessment. Explain role of various staff members on the unit; orient to physical layout of unit, specific unit routine, and use of call bell; and ensure that physical inventory of resident's belonging 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 position and body alignment of bedridden residents; maintaining adequate nutritional fluid intake; maintaining bowel and bladder training program; assist residents in adjusting to their functional limitations and redirecting their interests; assist residents in the techniques of ambulation and carrying out exercise as directed by the physical therapist between visits; assist and teach the activities of daily living (feeding, dressing, grooming and toilet activities); and assist in re-motivation and reality orientation where appropriate. Complete reports of alleged resident abuse and report allegations to MD, SRN, Administrator, Authorized Representative, and other parties as required.
20%	Complete assigned nursing summaries, evaluation of treatment, and audit, as scheduled by the SRN on RCFE residents. Ensure that appropriate vital signs are taken and recorded as indicated for level of care assigned. Ensure that all residents have monthly weight taken, recorded and report any significant change to the physician immediately. Perform emergency life saving measures as necessary including but not limited to Cardiopulmonary Resuscitation, emergency medication administration, and Heimlich maneuver.
10%	Participate in multidisciplinary team meetings as indicated on a weekly basis and ensure updating and reviewing of every resident care plan on a quarterly basis on RCFE residences. Participate and conduct as necessary resident care conference. Participate in change of shift report and communicate pertinent information to all members of nursing team, including SRN. Participate in mandatory care staff meetings.
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 classification.	
NON-ESSENTIAL FUNCTIONS	
5%	Attend meetings, facility activities, and Other related duties as required.
OTHER	
	Regular and consistent attendance is critical to the successful performance of this position due to the 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 maintain confidentiality at all times.

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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: View computer, screen; prepare reports and documents; observe residents' call lights.					X	
HEARING: Answer telephone; communicate with staff and residents; provide verbal information. Hear and respond to call lights.					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: Workstation; meetings; training.			X			
STANDING: Assist and/or wait for residents.					X	
BALANCING: Trays, carts, linens.					X	
CONCENTRATING: Review documentation for accuracy; administer medical care to residents; evaluate resident's condition.					X	
COMPREHENSION: Understand needs of residents; laws, rules, regulations, policies and procedures; content of meetings, training 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 10 – 25 LBS:			X			
LIFTING 25-50 LBS:		X				
FINGERING: Push telephone buttons and computer keyboard; handle medication and medical equipment.			X			
REACHING: In closets, food carts, linen carts.				X		
CARRYING: Transport documents, linens, trays, charts.			X			
CLIMBING:		X				
BENDING AT WAIST: Make beds; empty linen hampers; provide treatment.			X			
KNEELING: Assist residents; administer first aid; adjust equipment.			X			
PUSHING OR PULLING: Carts, medical equipment, lifts, and wheelchairs.				X		
HANDLING: Paper, residents, medical machines.				X		
DRIVING: Special events.		X				
OPERATING EQUIPMENT: Lifts, carts, medical equipment.					X	
WORKING INDOORS: Facility nursing unit.					X	
WORKING OUTDOORS: Special events.		X				
WORKING IN CONFINED SPACE: File, supply, and storage rooms; closets.		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 _____