State of California
California Department of Veterans Affairs

DUTY STATEMENT

DATE APPOINTED	PROGRAM	UNIT	☒ CURRENT ☐ PROPOSED
DATE LAST REVIEWED: October 16, 2026	AMBULATORY CARE CLINIC	ACC	

CIVIL SERVICE CLASSIFICATION	WORKING TITLE	POSITION NUMBER (Agency – Unit – Class – Serial)
REGISTERED NURSE	REGISTERED NURSE	573-365-8165-013

WORK LOCATION	WORK SCHEDULE (Days & Hours)	TENURE	TIME BASE
VHC - YOUNTVILLE	VARIES	PERMANENT	FULL-TIME

INCUMBENT (If Known)	COI (Yes or No)	WWG	CBID
	NO	2	R17

Under general supervision of the Supervising Registered Nurse, the Registered Nurse is responsible for duties including but not limited to the following:

% of time performing duties	ESSENTIAL FUNCTIONS
40%	Prepare patients for examination by physician / consultants, Annual Wellness Visits, immunizations, Tuberculosis (TB) screen, Purified Protein Derivative (PPD) placement, consents, set-up and assist with procedures, triage drop-in patients and advice line patients. Assist in the collection of laboratory specimens, administer intravenous (IV) antibiotics of short time duration, dispense medications available after hours and weekends with a physician order, monitor exam rooms, restock and clean as appropriate. Administer and document medications and treatments as ordered by the physician. Properly discard/return any outdated supplies/medication.
20%	Manage and cross cover as assigned all clinics and services under the Ambulatory Care Clinic (ACC) the scope of responsibility including but not limited to: Emergency Response Team, Employee Health, Visiting Nurse, Admissions, Ear Lavage (ENT) Nurse, Genitourinary (GU) Nurse, Podiatry, Coumadin, Injection/Electrocardiogram (EKG) Cardiology, Dermatology, Eye, Gastroenterology (GI), GU, Nephrology, Neurology, Oncology, Pulmonary, Thoracic, and Vascular. Complete documentation, follow up on and transcribe orders and complete processing as appropriate for all clinics and services.
20%	Assist the Office Technician/Office Assistant to enter orders and answer phones. Formulate and maintain a written health maintenance plan of care for each residential patient. Assure all industrial injury reports are completed for any employee accident occurring on their shift. Notify employee's supervisor of incident.
10%	Assist in coordinating Residential Care Team (RCT) meetings as needed to update and review patient statuses in Residential level of care. Perform appropriate levels of care at the request of the physician, section leader or social worker and communicate pertinent information to all members of the team including nursing. Familiar with optimum standards of patient care and stimulate a positive attitude toward these standards. Insist that safety precautions and regulations for patients and staff be observed at all times. Cooperate with Nursing Education Department in evaluating new employees assigned to the clinic during orientation period.
5%	Participate in continuing education programs to maintain and upgrade nursing knowledge and skills. Maintain current Nursing License in good standing. Make suggestions through appropriate channels for revising procedures and policies when indicated. Participate in committees formed to improve quality of patient care as requested.

NON-ESSENTIAL FUNCTIONS	
5%	Participates in special projects as needed and performs other job-related duties within the scope of the classification.

OTHER

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. Incumbent must be able to use good judgment in managing their time and workload (i.e., meeting multiple and sometimes conflicting deadlines). The incumbent must at all times demonstrate professional behavior when interacting with CalVet staff, administrators, presenters/trainers, community special interest groups, and members of the public.

Working overtime is a requirement of this classification.

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 various forms, memos, reports, letters, and proofread documents; observe residents.					X
HEARING: Answer telephone; communicate with Administration, department managers, department staff, provide verbal feedback; call lights; resident conversations.					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; trainings; interview; provide care.			X		
STANDING: Copy documents; review records; provide care.				X	
BALANCING: Equipment; trays; carts; supplies; linens		X			
CONCENTRATING: Review documentation for accuracy; research; observe residents.					X
COMPREHENSION: Understand laws, rules, regulations, policies and procedures; content of meetings, trainings 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- 20 LBS:			X		
LIFTING UP 25-50 LBS:		X			
FINGERING: Push telephone buttons and computer keyboard.					X
REACHING: Answer telephone; use a mouse; linen; supplies.		X			
CARRYING: Transport documents; supplies; linens; trays.			X		
CLIMBING: Stairs		X			

BENDING AT WAIST: Use copier, access low files; provide care; empty linen hampers.		X			
KNEELING: Cardiopulmonary Resuscitation (CPR); during range of motion; access low drawers; provide care.		X			
PUSHING OR PULLING: Cart; machines; lift; resident wheelchairs.			X		
HANDLING: Sort paperwork; machines.			X		
DRIVING: Ambulance; cart.		X			
OPERATING EQUIPMENT: Defibrillator; oxygen delivery devices; lift; cart; vital signs machine; Automated External Defibrillator.				X	
WORKING INDOORS: Enclosed office environment; medical rooms					X
WORKING OUTDOORS: Walking to units and buildings; special events.		X			
WORKING IN CONFINED SPACE: Storage room; supply room; closet; med room.		X			

CONFLICT OF INTEREST (if applicable):

☐ Conflict of Interest Filing (Form 700) required ☒ Not applicable

To be reviewed and signed by the supervisor and employee:

EMPLOYEE STATEMENT

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***

EMPLOYEE NAME (Print)	**EMPLOYEE SIGNATURE**	**DATE**

SUPERVISOR STATEMENT: ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR NAME (Print)	**SUPERVISOR SIGNATURE**	**DATE**
HUMAN RESOURCES NAME (Print)	**HUMAN RESOURCES SIGNATURE**	**DATE**