**Licensed Vocational Nurse II Standard Job Description**

**Classification Title:** Licensed Vocational Nurse II

**FLSA Exemption Status:**Non-Exempt

**Pay Grade:** 9

**Job Description Summary:**

The Licensed Vocational Nurse II, under general supervision, an advanced level of paraprofessional patient care and treatment with supervisory and/or administrative research responsibilities. Provides nursing care to patients, supports the Physician staff, and supervises Medical Assistants in the work area.

**Essential Duties and Responsibilities:**

**40% Patient Care Activities**

* Provides patient care activities including transferring patients from reception to patient care areas.
* Measures vital signs and assesses patient conditions.
* Administers injections and dispenses medications.
* Documents patient health information and nursing care activities in the electronic medical records system.
* Assists providers during exams and procedures.

**20% Administrative Functions**

* Organizes and adjusts the Physician schedule to meet patient needs.
* Acts as the liaison with outside medical providers to schedule outpatient testing.
* Files lab requests and results and distributes lab results to Physicians.
* Obtains clinical reports from affiliated organizations.
* Assists with inventory and maintenance of drug and vaccine logs.

**10% Supervision and Training**

* Provides supervision and direction to Medical Assistants providing patient care.
* Assists with training for Medical Assistants and student workers in the unit.

**10% Continuing Education and Committee Participation**

* Participates in continuing education activities as required by the Texas Board of Nursing and department.
* Serves on committees as assigned.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Graduation from an accredited school of vocational or practical nursing.

**Required Experience:**

* Two years of related experience in patient care.

**Required Licenses and Certifications:**

* Licensed Vocational Nurse (LVN) or Licensed Practical Nurse (LPN) and ability to obtain Basic Life Support (BLS) certification within six months of employment.

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of standard nursing procedures and processes.
* Interpersonal and organizational skills.
* Ability to work with sensitive information and maintain confidentiality.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone
* Medical Equipment

**Physical Requirements:**

* Ability to lift and move heavy objects.

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**