**Licensed Vocational Nurse I Standard Job Description**

**Classification Title:** Licensed Vocational Nurse I

**FLSA Exemption Status:**Non-Exempt

**Pay Grade:** 8

**Job Description Summary:**

The Licensed Vocational Nurse I, under general supervision, provides direct patient care, patient evaluations, and treatment in accordance with Professional Nursing Standards.

**Essential Duties and Responsibilities:**

**40% Patient Care and Assessment**

* Provides direct patient care, evaluations, and treatment in accordance with Professional Nursing Standards.
* Uses the health care team approach to provide triage of patients, physical assessments, and treatments, including the administration of medication and therapy as directed.
* Performs direct patient care including nursing assessments, point of care testing, vision and hearing testing, medication administration, wound care, and dressing changes.
* Observes and assesses patients for unusual or declining signs and symptoms and reports to provider as necessary.

**30% Patient Coordination and Education**

* Maintains and monitors patient records, assesses health care needs, and provides patient education.
* Advises patients on care of incisions, medications, and other simple health care problems.
* Collaborates with Physicians to carry out medical care plans and discusses plan of care with patients and families.
* Identifies needs of patient education and distributes educational materials.
* Assists with initial patient assessment with appropriate documentation in EMR.
* Schedules student appointments; coordinates care with other ancillary departments and case management for referrals and transfers.

**10% Administrative Support**

* Makes appointments, schedules laboratory tests, posts charts, and refills prescriptions.
* Keeps the nurses station orderly and stocked with necessary items.
* Attends meetings and serves on committees as assigned.
* Provides input toward development of policies and procedures.
* Participates in staff development and continuing education as appropriate.
* Serves as liaison between patient and provider.
* Assists with maintaining accreditation standards.

**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:**

* One year of related experience.

**Required Licenses and Certifications:**

* Licensed Vocational Nurse (LVN) or Licensed Practical Nurse (LPN) and CPR certified.

**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**