

**TITLE:**                   **LICENSED VOCATIONAL NURSE**

**DEFINITION:**       Under supervision of a Public Health Physician, Nurse Practitioner, or Registered Nurse, performs nursing duties in a variety of clinical settings.

**EXAMPLES OF DUTIES:**

- Prepares examining rooms, equipment, supplies and medications for use in a variety of clinical settings;
- Cleans and sterilizes equipment;
- Interviews patients and obtains medical histories;
- Prepares patients for examination, assists with examinations, takes vital signs and assists with collection of specimens, which may include blood draw or treatments by physicians, nurse practitioners, or registered nurses;
- Prepares and administers injections or oral medications under the direction of a public health physician or nurse practitioner;
- Renders first aid in a variety of clinical settings;
- Conducts public health education to promote healthy habits and risk reduction strategies, including preparation and distribution of health education materials;
- Orders, stocks, and conducts inventory of supplies;
- Schedules clinic appointments, registers patients, locates and files medical records;
- Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

- A valid State of California Vocational Nurse's license;
- A current Cardiopulmonary Resuscitation (CPR) certificate;
- A valid Phlebotomy Certificate.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to work with co-workers and members of the public through effective interpersonal, written, and oral communication skills.

**HISTORY:**

Approval/Adoption Date: 09/01/1969

Revised: 09/16/2020