



DATE ISSUED: 05/09
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Senior Licensed Vocational Nurse/Lab Technician

JOB SUMMARY

Employees in this classification are experienced LVN's responsible for performing patient care activities in the University Student Health Department. Work is performed under the direction of the Director of Student Health and Chief Nurse as part of a health care team and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Chief Nurse, Student Health Services

Supervises: May supervise other Student Health employees

PRIMARY DUTIES - *May include, but not limited to the following:*

Prepares and checks patient charts, or review clinic schedule for day's appointments. Collects necessary information for insertion into patient charts (i.e., laboratory and x-ray reports, charge sheets, etc.).

Ensures that inventory of necessary supplies and equipment is maintained for diagnostic and treatment procedures. Also responsible for ensuring that examining/treatment rooms are clean and stocked with necessary supplies.

Takes patient history, vital signs, weight and height measurements, etc., and records this information in patient chart.

Prepares patients for various types of examinations and procedures; includes appropriate draping and gowning of patients.

Assists with physical examinations and various specialized procedures.

Obtains specimens for laboratory tests, labels containers, and prepares necessary accompanying paperwork for laboratory tests and x-rays.

Performs CLIA-waived laboratory tests and records results

Administers specific drugs and medications, either orally or by injection, and records this information, noting time and amount, in patient chart.

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Observes patients for reactions to drugs, medications, and treatment, and notates patient chart accordingly.

Instructs patient regarding treatment to be continued at home.

Answers patient questions, as appropriate, concerning disease, treatment, etc. May include some telephone consultation.

Participates in the operation of the clinic's allergy desensitization program by reviewing physician orders and giving prescribed injections.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Completion of recognized program of vocational nursing, current license in State of Texas required.

EXPERIENCE

Two years of LVN experience in specialized segment of a hospital or clinic environment. Three or more years of LVN experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Working knowledge of office practices and methods.

Ability to perform mathematical calculations and/or verify information accurately.

Ability to coordinate work with other employees, providing direct instruction or supervision as assigned.

Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.

Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.

Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to represent the department and University in a friendly, courteous, and professional manner.

Ability to use a personal computer and other office equipment.

Ability to respond to emergency situations in a timely manner.

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye. May be exposed to infectious waste, diseases, conditions, etc., including exposure to the AIDS and hepatitis B viruses.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. The employee may be required to travel. The employee handles hazardous chemicals in the laboratory. The employee will be required to wear all appropriate safety equipment including but not limited to eye protection, gloves, and lab coat. This particular task involves chemical hygiene biological safety; hazardous wastes; and blood pathogens.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____

Date: _____

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Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.