

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Clinical Licensed Vocational Nurse

**BASIC FUNCTION:** Under the direction of the Health Services Supervisor, provides health care delivery to students and limited health care delivery to staff and faculty. Performs a variety of additional duties to support a medical clinic such as patient scheduling, arranging for ancillary health care services, such as lab and x-ray work, patient or third party billing, and setup of examination rooms.

**PROVIDES WORK OR LEAD DIRECTION TO:** Short-Term employee(s) and/or Work Study student(s).

**REPRESENTATIVE DUTIES**

1. Receives walk-in clients and telephone inquiries from staff and students. Assesses the nature of the call, provides basic triage to urgent care callers, and refers to other healthcare providers.
2. Under the supervision of a Registered Nurse, may perform patient care and perform any or all of the duties of a Licensed Vocational Nurse.
3. Dispenses medications and administers immunizations and TB tests as appropriate, according to the clinic protocols.
4. Documents all physical findings, lab results, and interventions in electronic health record.
5. Coordinates biohazards waste removal.
6. Checks and calibrates equipment such as glucose and blood pressure monitors, examines medical equipment for smooth operation and ensures medications/materials are not expired.
7. May provide counseling for purposes of referral, hygiene, payment of charges, etc., to patients.
8. May prepare billings for Medicaid and insurance reimbursement by input of patient diagnosis and charge.
9. Attends Health Services staff meetings.
10. Participates in District-provided in-service training programs.
11. Maintains a friendly, supportive atmosphere for students, staff, faculty and the public.
12. Performs other duties, related to the position, as assigned.

**EDUCATION:** High School Diploma is required. Completion of an Associate's Degree preferred.

**EXPERIENCE:** Three years of LVN experience required. College health and ambulatory experience desired.

**LICENSES/CERTIFICATIONS:** Current California License as a Vocational Nurse required; Current California Driver's License required; and Current CPR for Health Care providers required.

**KNOWLEDGE OF:** Practices and techniques of medical office. Basic knowledge of the laws, rules, and regulations governing healthcare records as well as applicable federal and state laws for working with students. Knowledge of community health referral resources. Oral and written communication skills; Operation of a computer and assigned software; Interpersonal skills using tact, patience and courtesy; Health and safety regulations.

**ABILITY TO:** Perform phlebotomy for ordered laboratory. Provide appropriate emergency response and crisis intervention; analyze situations accurately and adopt an effective course of action; and understand and work within scope of authority.

**CONTACTS:** Co-workers, and students.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

**PHYSICAL EFFORT:** Ability to lift up to 40 pounds.

**HAZARDS:** Category one in blood borne exposure; potential exposure to blood or body fluids, infectious diseases, puncture wounds and workplace violence. Use of gloves, gowns, masks, goggles are required as standard precautions.

**WORKING CONDITIONS:** Medical office environment; Constant interruptions; and Emergency call-outs.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.