

# University of Houston – Clear Lake

## Position Description

Job Title: **Licensed Vocational Nurse**

Job Code: **4324**

Pay Grade: **120**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Graduate of accredited program for L.V.N's	
Experience	Two years experience in out patient setting	College Health Experience
License/Certification	LVN in State of Texas; CPR	

*This position may be security sensitive requiring a background check of the final candidate.*

### POSITION SUMMARY

The Licensed Vocational Nurse provides health care to students, staff and faculty including education, and counseling. The position also includes responsibility for special screenings and promotions as well as assisting physicians during medical clinics, ordering supplies, and overseeing day to day operations of the lab. Nursing assessments using Protocols for OTC medications and assessments for UTIs.

Duties and responsibilities	% Time
Sets up for medical clinics; prepares patients for visits with physicians including screening and vital signs. Assist MD's as needed.	20
Monitors day to day operations of lab, drawing blood, preparing specimens, administering tests and processing reports. Monitors refrigerators for Quality Control to meet CLIA standards.	15
Order inventories, and restock medical supplies and OTC; adheres price labels as necessary; checks expiration dates.	15
Administers injections and vaccines. Performs TB and B/P screenings.	10
Provides health counseling and education as needed; makes nursing judgments and dispenses OTC medications.	10
Responsible for the execution of screening programs and special events.	10
Stock rooms weekly; autoclaving biohazards and disinfecting exam rooms two times per week. Issues and refills prescription medications under supervision of R.N. Administers first aid and assists RN's in emergency medical situations as needed. Assist Business Assistant as needed or in her absence.	20

*This position description describes the general qualifications, duties and responsibilities of work being performed.*