



Department of Pediatrics KIDS Clinic
is currently recruiting for

Full and Part-Time Clinic LVN I or LVN I

Position:

The Licensed Vocational Nurse (Clinic LVN I or LVN I) in the Department of Pediatrics clinics will contribute as an active member of the multidisciplinary healthcare team, providing direct and indirect patient care and assisting providers to manage the comprehensive medical needs of high risk children and their families/caregivers. This position is essential to provide supportive licensed nursing services and care for patients served in these diverse specialty care clinics. We are seeking highly motivated, patient-centered candidates who are interested in working in the ambulatory care setting.

Essential Duties:

- Verifies and documents patient contact information at every visit
- Maintains and organizes protected health information ensuring that every empaneled patient has a Patient Visit Summary (PVS) on the medical record before the patient is seen by the provider
- Gathers clinical data from patients during the intake process, including but not limited to:
 - Vital signs including pain screening; Vision/audiometric screening; Height and Weight
 - Chief complaint
 - Allergies
 - Current medications for reconciliation
 - Other pertinent health and clinic information
- Alerts RN, MD, or NP of abnormal or out of range data
- Prepares and sets-up clinical area/examination rooms; Prepares supplies and instruments for patients' examination/treatment
- Assists provider with direct care and treatments/procedures as needed
- Administers medications, including recommended immunizations per policy within the legal scope of practice; documents medication administration per policy
- Performs patient/family education and support phone calls as needed (appointment and follow-up)
- Other duties as assigned

Minimum Requirements:

- A current California license to practice vocational nursing (A California Class C Driver License may be required)
- Currently holds the classification of Clinic LVN I / LVN I or is reachable on the Clinic LVN I/ LVN I exam certification list

Desired Qualifications:

- Current BLS certification
- One year recent experience in an inpatient or outpatient setting working with Pediatric patients
- Effective communication and organizational skills
- Ability to work effectively with a diverse and challenging patient population

Interested candidates are asked to submit a brief cover letter along with a current resume, last two years of performance evaluations and last two years of time records to:

Charlise Brown Scranton, RN
cbrownsranton@dhs.lacounty.gov
(310) 222-3567

EOP posted on 3/30/15. *The position will remain open until the needs of the service are met.*