

**MAVERICK COUNTY HOSPITAL DISTRICT  
JOB POSTING**

**JOB TITLE:** LVN  
**DEPARTMENT:** PHYSICIAN SPECIALTY GROUP  
**STATUS:** NON-EXEMPT  
**REPORTS TO :** CLINICAL OPERATIONS DIRECTOR

*C. M. Miller*

**SUMMARY:** Provides prescribed medical treatment and personal care services to ill, injured, and convalescent persons in a clinic setting. This position plans, coordinates, and directs the medical assistant staff performances of administrative and clerical duties in support of clinical services. Acts as a liaison with MCHD senior management.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Performs a combination, but not necessarily all of the following duties:

1. Plans, organizes, and controls activities related to the functioning of the assigned area.
2. Carries out responsibilities with organization's policies and procedures.
3. Processes new or established patients in a timely and satisfactory manner.
4. Records vital signs, current complaints, and pertinent history on all patients' charts.
5. Timely transfers patients in examination rooms.
6. Assists the provider in the treatment of patients as per approved protocols.
7. Documents services performed for billing purposes.
8. Administers specified medication, orally or by subcutaneous or intramuscular injections as requested by provider and notes time and amount on patient's charts.
9. Observes patients and reports adverse reactions to medication or treatment to medical personnel in charge.
10. Assembles and uses such equipment as catheters, tracheotomy tubes and oxygen supplies.
11. Provides patient education, applicable preventive services by protocols, making the appropriate documentation and ordering the education/information literature for patients.
12. Prepares examination rooms and instruments with sterile tray setup.
13. Cleans and sterilizes instruments as per approved protocols.
14. Cleans examination rooms as required.
15. Reviews clinical data on patients and arranges them properly in patient's charts.
16. Will make all lab/x-ray results available in patient's chart for provider acknowledgment and follow-up.
17. Coordinates referrals for patients through insurance and other physician offices.
18. Schedules surgeries by making arrangements with the surgical center, verifying schedule with patients, preparing charts, pre-admission and consent forms.
19. Confirms that all required medical documentation standards are met to avoid surgery errors.
20. Maintains the stock of supplies, including stocking and disposing of expired or damaged supplies. Assure adequate instruments are in examining rooms.
21. Collects pharmacy supplies.
22. May perform receptionist duties as per approved protocols as assigned to include greeting patients courteously and making appointments.
23. May perform other duties as assigned.

**SUPERVISORY RESPONSIBILITIES**

This is not a supervisory position.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Licensed of an accredited Licensed Vocational Nurse Program with one year of experience or three years of related experience.

**KNOWLEDGE OF:** Standard office practices and procedures; medical procedures and protocols; medical terminology; and health care industry and systems. Knowledge and compliant with HIPAA.

**SKILL/ABILITY TO:** Operate computers, including word processing and operate basic office equipment, including copy machine and fax machine; speak and understand both English and Spanish; communicate effectively, both orally and in writing; knowledge of proper grammar usage, spelling and punctuation; good typing skills; appreciation for confidentiality; and maintain effective working relationship with co-workers and the public. Bilingual (English/Spanish) preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Current Licensure from Texas Board of Nursing; First Aid, CPR Certification; must have current driver's license with acceptable driving record and insurance. Any qualifications to be considered as equivalents in lieu of stated minimums require prior approval of Human Resources and/or CEO.

**PHYSICAL DEMANDS**

The physical demands described herein 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 is regularly required to sit; use hands to finger handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee must frequently lift and/or move objects weighing more than 5 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is frequently loud and distracting. The employee is constantly required to perform tedious, exacting work; and to work closely with others as part of a team. The employee will be working with children of all ages and adults of all ages in the office setting. The employee is frequently required to perform multiple tasks simultaneously, and to counsel and assist individuals from a variety of ethnic and socioeconomic backgrounds.