

## Valley AIDS Council

**Job Title: Medical Triage Coordinator/Licensed Vocational Nurse**

**FLSA Status: Non-Exempt**

**Approved By: CEO/Executive Director**

**Approval Date:**

**Department: Medical**

**Reports to: Medical Director/Nurse Administrator**

**EMPLOYEE RISK FACTOR: Perform tasks that involve exposure or potential exposure to blood, body fluids or body fluids or other potential contaminated materials**

**PURPOSE:**

The Licensed Vocational Nurse is to conduct intake and assess new client's need for health care and social services, as well as provide nursing care to clients as needed. The LVN will work closely with the Medical Director, clinical staff and other related departments.

**SUPERVISION RECEIVED/EXERCISED:**

Work under the general direction of the Medical Director/Nurse Administrator

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform initial patient assessment of the acuity of their condition, so as to quickly triage and make appointment with provider prior to their initial office visit.
- Determine health state or need for other assessments or provide basic medical advice
- Administer IV treatments, TB tests.
- Do health and medication counseling.
- Complete and route monthly vaccination reports for TDH.
- Assist the doctor in the management of patients during the examination or treatment encounter.
- Assist in the collection and processing of blood specimen as per physician orders.
- Review patients charts prior to clinic appointment. Check for lab results, referral results, update medication list, vaccinations, pap smears, mammogram result. Enter all pertinent orders, reports and progress notes. Prepare such reports required for administrative purposes.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES: CONT.**

- **Maintain adequate medical supplies and pharmacy and compiling a list of shortages for the purpose of controlling inventory and ordering supplies.**
- **Maintain pharmacy log by entering medications dispensed and filing prescription per protocol.**
- **Maintain documentation of medication inventory by entering quantities received and amounts dispensed according to established protocol.**
- **Assist in the ordering and distribution of medication program.**
- **Assist Pharmacist in his duties in Class D Pharmacy.**
- **Must be able to work as a team member. Any problems need to be reported to Nurse Administrator as soon as possible.**

#### **MINIMUM QUALIFICATIONS – EDUCATION AND EXPERIENCE:**

**Graduate from an approved nursing program and/or technical school. Must be Licensed as a Vocational Nurse by the State of Texas or in another state that is recognized by reciprocity. The ideal candidate would have 12 months of related experience and/or training; or equivalent combination of education and experience.**

#### **MINIMUM QUALIFICATIONS – KNOWLEDGE, SKILLS AND ABILITIES:**

- **A responsible, mature individual with a passion for medicine.**
- **Working knowledge of Microsoft Office, Outlook, Word & Excel.**
- **Able to speak/ write/read/ interpret fluently in English and/or Spanish to clients, groups of customers or employees.**
- **Able to apply common sense understanding to carry out instructions, written or verbally.**
- **Write routine reports and correspondence.**
- **Able to operate listed tools and equipment. EKG machine, glucometer, defibrillator, blood pressure machine, thermometers. Telephone, copy machine, computer.**

#### **SPECIAL REQUIREMENTS/QUALIFICATIONS:**

- **Class “C” State of Texas Driver’s License.**
- **Employee MUST maintain all certifications, licenses and/or registration consistent with Westbrook Clinic policy and Texas State Law.**
- **Able to communicate fluently in Spanish.**
- **Flexibility to travel, if needed. May need to rotate to clinic sites.**

**WORKING CONDITIONS:**

Work is predominantly performed in an office setting where the noise level is usually quiet.

This job description should not be interpreted as all -inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential function and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. The incumbent may be required to perform the job related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.