

DUTY STATEMENT

GS 907T (REV. 04/02)

SHADED AREA FOR HUMAN RESOURCES ONLY**INSTRUCTIONS:** Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA-

EMS

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY Emergency Medical Services Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED	3. CLASS TITLE Licensed Vocational Nurse
4. WORKING HOURS/SCHEDULE TO BE WORKED	5. SPECIFIC LOCATION ASSIGNED TO
6. PROPOSED INCUMBENT (if known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 312-700-8249-906

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. **BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under clinical direction of a Registered Nurse or Physician and Surgeon designated for deployment, the Licensed Vocational Nurse (LVN)/Vocational Nurse (VN) is a member of an assigned California Medical Assistance Team (CAL-MAT) Unit. The LVN/VN provides direct, supportive nursing care to those who are seriously injured due to a disaster or major emergency. Assists with the work of other CAL-MAT clinicians.

9. Percentage of time performing duties 10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. *(Use additional sheet if necessary)*

The LVN/VN will:

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| 35% | <ul style="list-style-type: none"> Provide direct supportive nursing care to patients who have been injured or have become ill as result of a disaster or were already on medical treatment before the disaster. |
| 25% | <ul style="list-style-type: none"> Administer medications by any route except intravenous and intrathecal Perform treatments and procedures including passage of nasogastric tubes, administration of enteral feedings, monitoring of blood glucose, urinary catheterization, and administration of enemas Collect and document in the interdisciplinary notes data such as vital signs, patient behavior, and/or patient response to medications, nursing care, and treatment plan. Document significant changes in patient's behavior and health status in the interdisciplinary notes and report those significant changes to a Registered Nurse or Physician and Surgeon. |
| 20% | <ul style="list-style-type: none"> Use therapeutic nursing interventions and modalities to assist patients in regaining and improving their physical adaptive skills and decreasing maladaptive behavior. |

11. **SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

12. **EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
20%	<ul style="list-style-type: none"> • Participate as part of the treatment team with other CAL-MAT clinicians by contributing to the overall treatment program for the patients. • Assist Physician and Surgeon and Registered Nurse in treatment unit activities, including passing medical supplies and maintaining sterile conditions. • Set up and operate special medical equipment and apparatus, such as EKG, oxygen equipment, etc. • Maintain records and prepare reports. <p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of: Fundamentals of nursing care including medication administration; general nursing procedures and techniques involved in the patient care; principles used in caring for individuals who are immobile; medical terminology; general hospital/facility routine and equipment.</p> <p>Ability to: Perform nursing procedures as regulated by licensure and certification; observe and document symptoms and behavior; maintain records and prepare reports; gain the interest, respect, and cooperation of patients/clients; work effectively with patients/clients and the interdisciplinary treatment team; function effectively in an emergency situation; practice universal precautions.</p> <p>SPECIAL REQUIREMENTS</p> <p>Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating 12 hour shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.</p> <p>Travel within and outside the State of California is required for this position.</p> <p>Desirable Qualifications</p> <ul style="list-style-type: none"> • Knowledge of and/or experience in disaster planning and response, emergency medical services, public health administration and/or or a health/ medical background; principles and techniques of organization, administration, and management; purposes, activities, and legislation of the Emergency Medical Services Authority. • Excellent leadership and problem solving skills, • Analyze situations accurately, make recommendations, and take effective action. • Willingness to work as a team member with other professional staff; willingness to provide patient-oriented services. <p>Interpersonal Skills</p> <ul style="list-style-type: none"> • Work well as part of a team and independently as necessary • Build good working relationships with constituents, colleagues, and consultants. <p>Work Environment, Mental and Physical Abilities</p> <ul style="list-style-type: none"> • Shall be required to work in the field, with a Mission Support Team, or location to provide assistance in emergency response and recovery activities. • Ability to accept a 14 consecutive day deployment with the potential to decrease or extend (This means all personal appointments should be cleared before accepting this assignment). • Ability to work irregular work hours (7 days a week, 12 hour shifts) • Ability to function in austere living conditions such as base camp style (or similar) housing/lodging. • Ability to self-sustain for first 24 to 72 hours. • Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently.

- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government.
- Ability to consistently exercise good judgment and effective communication skills.

PHYSICAL ABILITY:

Persons appointed to this position must be reasonably expected to have and maintain sufficient strength, agility and endurance to perform during stressful (physical, mental, and emotional) situations as may be encountered during deployments without compromising their health and well-being, or that of their fellow team members or patients.