

The University of Texas at San Antonio

Job Description

Job Title: Vocational Nurse
Code: 11073
Salary Grade: 57
FLSA Status: Non-Exempt
Department/Division: Health Services
Reports To: Nursing Supervisor

Summary

- Function: To provide assistance to the professional nursing staff and physicians with the administration of student health care services.
- Scope: Responsible for assisting in the treatment and care of patients not requiring the specialization and/or skills of a professional nurse.

Duties

- Typical:
 1. Assists the physician in the clinics as appropriate for patient's needs to include ensuring physician orders are completed in appropriate manner; preparing rooms for clinic, prepares patient's charts and patients to be seen by the physician; administers vaccines and screening tests under supervision as recommended by the CDC (Center for Disease Control) guidelines and Student Health Services policies; follows up on all persons with reactions to vaccines; and uses the appropriate precautions including the methods of administration and knowledge of side effects for each vaccine.
 2. Assists registered nurses with health education, treatments, and procedures.
 3. Completes appropriate paperwork; keeps inventory room in good condition; and maintains confidentiality in all matters.
 4. Perform other duties as assigned.
- Periodic:
 1. N/A

Education

Required	Preferred
High school graduation or GED.	N/A

Other Requirements

Required	Preferred
Licensed vocational nurse with current Texas license.	N/A
Current CPR certification.	
Tact, diplomacy, discretion, and confidentiality of medical information required in all matters.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
One year of experience in vocational nursing.	Two years experience in vocational nursing work in a clinical setting.

Equipment

Required	Preferred
All equipment related to vocational nursing and personal computers.	N/A

Working Conditions

Usual	Special
Usual office or clinical ambulatory patient care facility conditions.	Evening or weekend work may be required.
	Possible exposure to blood-borne pathogens and to combustible materials.

Supervision

Received	Given
Close supervision with little room for independent judgment from nursing supervisor.	N/A

Accuracy

Exacting proficiency in all phases of duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.