

Primary Care Vocational Nurse (8917C) University Health
Services 73125
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=245960>

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Posted Sep. 27, 2024, set to expire Jan. 24, 2025

Job Title	Primary Care Vocational Nurse (8917C) University Health Services 73125
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Sep. 27, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Nursing - General
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Job Description

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and [our Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with up to 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

UC Berkeley's University Health Services (UHS) is a comprehensive college health service providing fully accredited, primary medical care, counseling and psychological services, and innovative health promotion programs for students, faculty, and staff. UHS provides on-campus medical care and coordinates supplemental needs for off-campus care through a network of community specialists and hospitals. UHS manages the student health insurance and workers' compensation insurance programs.

Approximately 65,000 visits occur annually including Primary Care, Urgent Care, Occupational Health and Specialty Clinics. Services are designed to minimize the impact of illness, emotional distress and injury on studies and work. Coupled with health promotion and public health programs, UHS reaches all segments of the Berkeley campus community. Learn more by visiting the [UHS website](#), our [strategic plan](#), and our [UHS values](#).

Application Review Date

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The First Review Date for this job is: 10/9/24. This job will remain open until filled.

Responsibilities

- The Licensed Vocational Nurse (LVN) will function as support staff to our Medical Services. Per physician orders or specific standing orders, the LVN will perform phlebotomy, EKG, fit and apply orthopedic supplies, administer vaccines, and IV starts within the LVN scope of practice and with appropriate and valid certification. In addition, the LVN will room patients, obtain vital signs, check visual acuity using Snellen chart, and act as a patient attendant. The LVN assist clinicians with direct bed-side procedures, perform sterile field set-up, and support and monitor patients during and after procedures. Will assist clinicians during ultrasound, ultrasound set up, and other functions as needed. Will processes contaminated instruments, prepare packs for sterilization and sterilize equipment as needed and per infection control guidelines.
- The LVN must demonstrate critical thinking and the ability to prioritize tasks. Will be expected to analyze, anticipate and escalate issues related to patient care and safety, conduct patient chart review. Must provide excellent customer service and communicate with staff, patients, community providers, and insurance representatives in a courteous, professional and timely manner. Must allocate time for special program responsibilities which must be balanced with clinic operations
- The LVN must be proficient with using an electronic health record, email, familiarity with word processing programs, knowledge of tracking systems and related patient care protocols, and demonstrate effective written communication. Administrative tasks may include inventory, reorder and restock of office and clinic supplies. Enter requests for IT and facilities support. Maintain a calendar of equipment maintenance and schedule or perform maintenance on equipment as indicated. Provide general support related to patient care needs and patient information, such as referrals, lab and radiology orders, request medical records, verify insurance, obtain insurance authorization, and fax authorization to the clinical practice where services are rendered. The LVN may be assigned tasks to assist with provider in-boxes and help address messages from patients, answer telephones, field questions, take clear and accurate messages and refer to appropriate personnel as required to meet patient needs.
- This position will support staff to ensure infection control practices align with UHS policy, which may include support of an infectious disease response plan. The LVN will participate in staff meetings and stay abreast of current issues, help maintain posted communications to be current and aligned with UHS, actively participate in relevant and assigned UHS committees or workgroups as well as in discussion of problem identification and resolution, request and accept constructive feedback
- Other duties as assigned.

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Required Qualifications

Education

- High School Diploma, GED, or equivalent
- Completion of an accredited vocational nurse program

Licenses & Certifications

- Current CPR certification
- BLS certification

Knowledge, Skills and Abilities

- Must have completed an accredited vocational nurse program
- Must be BLS certified and capable of performing CPR
- Knowledge of immunization schedules and injection administration techniques
- Knowledge of fundamentals of asepsis and sterile techniques, basic bacteriology and infection and disease control
- Must have full competencies completed and checked off by an official trainer to be able to receive and perform assignments
- Must demonstrate advanced knowledge of medical terminology and how to utilize resources
- Must have at least 2 years of experience working with physicians, nurses, and patients in a medical back-office setting and have the ability to manage simultaneous tasks.
- Must be able to work independently, identify and execute priorities, complete tasks in a timely manner
- Must show respect for patients with diverse cultural backgrounds and lifestyles
- Must have the ability to maintain confidentiality, sensitivity and respect patient privacy
- Must comply with FERPA and HIPAA regulations
- Must have well-developed people skills and the ability to remain calm under pressure
- Must have excellent verbal and written communication skills
- Must have the ability to understand and follow written protocols for patient care
- Must have skills to participate as a team member in a highly collaborative work environment
- Must be able to perform required clinical duties that may require manual dexterity and visual and auditory acuity
- Must have experience in using office software such as MS Office Suite (calendar, email,

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Preferred Qualifications

Licenses & Certifications

- CPT/Phlebotomy certification
- IV certification

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

- The budgeted hourly range that the University reasonably expects to pay for this position is Step 1- Step 6 \$43.00 - \$47.56.
- This is a 80%, full-time (32 hours per week), career position that is eligible for full UC benefits.
- This position is non-exempt and paid bi-weekly.

How to Apply

To apply, please submit your resume and cover letter.

Other Information

- This is not a visa opportunity.
- Your employment is dependent on obtaining and maintaining a credentialing clearance (if

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applicable), background clearance and medical clearance according to University Health Service policies.

- This position is governed by the terms and conditions in the agreement for the Patient Care Technical Unit (EX) between the University of California and the American Federation of State, County, and Municipal Employees (AFSCME). The current bargaining agreement manual can be found at: <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/ex/index.html>.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [U.S. Equal Employment Opportunity Commission](#) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).



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To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

jeid-1c89067855fcdc498e4ce33f95b9b538

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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