

DACUM Research Chart for Ambulatory Care LVN

Produced for



Health Workforce Initiative

DACUM Panel

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DUTIES	TASKS			
A. Perform Patient Care Activities	A.1 Room patient	A.2 Review patient's chief complaint	A.3 Perform medication reconciliation	A.4 Review patient allergies
	A.10 Perform patient breathing treatments	A.11 Administer patient enemas	A.12 Prepare pap tray	A.13 Insert nasogastric tube
	A.19 Administer blood products	A.20 Prepare patient for procedures	A.21 Participate in universal protocols (e.g., time-outs, huddles)	A.22 Monitor patient progress
	A.28 Perform universal precautions (e.g. hand washing, gloves, gowns)	A.29 Document patient care	A.30 Initiate internal emergency response	A.31 Discharge patients
B. Collect Patient Specimens	B.1 Obtain blood samples	B.2 Collect stool samples	B.3 Collect urine samples	B.4 Collect skin and wound samples
C. Perform Diagnostic Testing	C.1 Obtain patient vital signs	C.2 Perform blood glucose analysis	C.3 Perform urinalysis	C.4 Perform retinal photos
D. Coordinate Services with Internal/External Clients/Patients	D.1 Identify individualized patient health care goals	D.2 Provide SBAR report	D.3 Order DME supplies	D.4 Coordinate radiology appointments
	D.10 Obtain diagnostic test results (e.g., imaging, pathology, chemistry)	D.11 Report suspected patient abuse	D.12 Maintain medical supplies	D.13 Request ancillary services support (e.g., IT, housekeeping, EMS)
E. Participate in Quality Management/ Compliance	E.1 Verify expiration dates (e.g., medication, supplies)	E.2 Maintain compliance logs (e.g. urine, blood sugar)	E.3 Maintain narcotic control procedures	E.4 Complete annual mandatory trainings (e.g., HIPPA, ethics)
	E.10 Participate in quality management meetings	E.11 Maintain quality management data	E.12 Participate in annual safety training	

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A.5 Obtain patient consent	A.6 Perform ear lavage	A.7 Perform wound care	A.8 Administer patient medications (e.g., oral, inject, topical)	A.9 Administer patient immunizations
A.14 Apply orthopedic devices	A.15 Insert urinary catheters	A.16 Remove urinary catheters	A.17 Remove patient stitches/staples	A.18 Provide patient education
A.23 Assist provider with procedures	A.24 Schedule patient appointments	A.25 Provide preventative healthcare reminders to patients	A.26 Coordinate communication with patients (e.g., verbal, electronic, postal)	A.27 Assist with transfers to acute care
B.5 Collect throat cultures	B.6 Collect sputum samples	B.7 Collect blood cultures		
C.5 Perform bladder scanning	C.6 Perform non-stress test	C.7 Perform patient EKG		
D.5 Coordinate patient care with other agencies (e.g., case managers, social services)	D.6 Collaborate with health promotion and prevention (e.g., health education, dietician)	D.7 Call in prescriptions to pharmacy (e.g., new, refills)	D.8 Assign tasks to medical assistants	D.9 Coordinate services with medical vendors/ reps (e.g., supplies, devices, medication)
E.5 Complete annual competency tests	E.6 Inspect emergency equipment and supplies	E.7 Perform quality control tasks on equipment	E.8 Maintain emergency on-call list	E.9 Document incident reports

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DUTIES

TASKS

F. Perform Administrative Activities	F.1 Fax documents	F.2 Answer office phones	F.3 Maintain personal timesheets	F.4 Prepare patient correspondence
	F.10 Participate in workflow improvement	F.11 Perform clinic opening and closing tasks	F.12 Verify completion of medical records	
G. Participate in Professional Development	G.1 Maintain current basic life support certification	G.2 Obtain PALS certification	G.3 Participate in in-service training	G.4 Obtain ACLS certification
	G.10 Participate in new hire/student training	G.11 Participate in employee health and wellness opportunities	G.12 Review nursing publications	G.13 Participate in special assignments (e.g., committee, projects, DACUM panel)

General Knowledge and Skills

Knowledge

Employer's vision, mission and values statement
Organization's policies and procedures
Scope of practice
Interdisciplinary plan of care
ADPIE process
SOAP
HIPPA
Medication administration
Blood pressure procedures
Human nutrition
Basic anatomy and physiology
Nursing process
Principles of infection control
Catheters (Foley, tunneled, non-tunneled)
Reading lab results
Basic lab results
Basic biological sciences (A&P, microbiology, nutrition)
Basic social sciences (psychology, sociology)
Dimensional analysis
Basic pharmacology
Chain of command
Professional dress code
Disease processes
Patient medical insurance
Code of conduct & professional ethics
Drug calculations
Metric measurement system
Regulatory bodies
Medical regulations
Joint commission
Nursing theories

Skills

Critical thinking
Interpersonal
Computer
Problem solving
Conflict resolution
Team building
Multitasking
Troubleshooting
Time management
Prioritizing
Organization
Delegating
Analytical
Communication (speaking, listening, writing)

Behaviors

Team player
Dependable
Friendly
Assertive
Empathetic
Trustworthy
Professional
Competent
Organized
Attentive
Accurate
Ethical
Positive
Loyal
Safety oriented
Compassionate
Detailed
Transparent
Diligent
Advocate
Caring
Unbiased
Altruistic
Congruent
Hardworking
Deft
Active

Acronyms

CEU	Continuing Education Unit
IV	Intravenous
PALS	Pediatric Advanced Life Support
DME	Durable Medical Equipment
ACLS	Advanced Cardiac Life Support
SBAR	Situation, Background, Assessment, Recommendation
ADPIE	Assess, Diagnosis, Problem, Intervention, Evaluation
HIPPA	Healthcare Information Privacy Protection Act
SOAP	Subjective Objective Assessment Plan
EKG	Electrocardiogram
EMS	Emergency Medical Services
LVN	Licensed Vocational Nurse
DACUM	Developing a Curriculum
PPE	Personal Protective Equipment

Tools, Equipment, Supplies and Materials

Phone
Computer
PPE
Monitors
Basic office supplies
Refrigerator
Thermometer
Lab supplies
Cameras
Urinals
Medications
Syringes
Stethoscope
IV supplies
Glucometer
Gloves (sterile and exam)
Watch with second hand
Penlight/flashlight
Blood pressure monitor
Radiation devices
Specimen swabs
Specimen collection kits
Antibacterial soaps/gels
Catheters
Vital sign equipment
Wound care kit
Trach kit
Procedure trays
Point of care testing equipment
Specialty scissors
Forms (paper and electronic)
Automated medication dispenser
Linens
Orthopedic supplies
EKG machine
Bladder scanner
Office equipment (copier, fax)
Sterilization equipment
Exam tables
Defibrillators
Respiratory supplies
Cleaning/disinfecting supplies
Diapers/Bedpans
Emesis basin
Scrubs
Suture kits
Hats
Wound staple remover
EKE machine
Blood tubes
Disposable patient gowns

Future Trends and Concerns

Staff turnover
Aging population
Non-invasive procedures
Changes in insurance industry
Impact of new technology
Changing infection control policies
Electronic charting
Impact of Affordable Care Act
Spiraling medical costs
Change from critical thinking to clinical reasoning
Blurring of healthcare roles
Growing number of male nurses
Changes in NCLEX exam
Telehealth methods
Use of robots in medicine
Experience requirement for job placement
Patient access to electronic medical records
Increased emphasis on patient responsibility for own care
Increased emphasis on preventative care
Complex patients
Growing resistance to antibiotics
Need to practice at highest level of license
Group appointments with interdisciplinary team
Use of nanotechnology
Alternative forms of treatment
Use of medical marijuana
Stem cell technology
Molecular biology
Prosthesis technology