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Attorneys for Employer
MISSION AREA HEALTH ASSOCIATES dba
MISSION NEIGHBORHOOD HEALTH CENTER

NATIONAL LABOR RELATIONS BOARD, REGION 20

NATIONAL UNION OF HEALTHCARE WORKERS, Petitioner, vs. MISSION AREA HEALTH ASSOCIATES DBA MISSION NEIGHBORHOOD HEALTH CENTER, Employer, and SERVICE EMPLOYEES INTERNATIONAL UNION, UNITED HEALTHCARE WORKERS-WEST, Intervenor.	Case No.: 20-RC-85529 **AFFIDAVIT OF** VIRGINIA SCRIBNER **REGARDING JOB DUTIES** Date of Hearing: July 26, 2012 Hearing Officer: Lana Pfeifer, Esq.

I, Virginia Scribner, do solemnly swear and affirm:

1. I am a LVN/Clinic Mngr for the Employer, Mission Neighborhood Health Center (the "Health Center"). I make this Affidavit based on my own personal knowledge. I could and would testify to the following facts if called as a witness in this matter.

2. As part of my job as a Charge Nurse/Clinic Manager for the Health Center, I am responsible for one of the Health Center's Clinics, HIV Services/Clinic Esperanza. I regularly supervise the Medical Assistants in establishing a clinical team approach to our patients' comprehensive medical care. As a Charge Nurse, I am responsible for the implementation of the best plan to achieve a successful health outcome for patients.

3. As part of my supervisory duties, I regularly direct work of the Medical Assistants, schedule their work shifts, provide performance feedback and impose discipline when necessary, conduct annual performance evaluations, and make effective recommendations regarding hiring and firing the Medical Assistants. I, along with my fellow Charge Nurses, decide based on the health center's budget, using a team approach, when to hire additional Medical Assistants, and we decide which applicants to interview, and we interview them using the team approach. As a Charge Nurses I have significant input regarding hiring and termination decisions of the Medical Assistants who work in my Clinic.

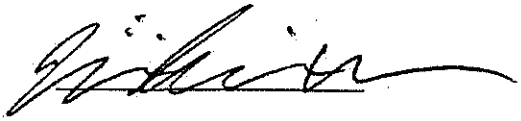
4. Attached as Exhibit 1 is a true and correct copy of my current Job Description as a Charge Nurse/Clinic Manager. It accurately describes my current job duties, including my regular duties as a supervisor of the Clinic's Medical Assistants. For example, it is true that I regularly "[p]rovide[ ] leadership, evaluations, and direct supervision to the medical assistants," "set[ ] the agenda for the department meetings," and engage in the other supervisory and management duties listed in the attached Job Description.

5. In addition to those duties listed in the attached Job Description, I have the authority, in the interests of the Health Center and based on budget, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline employees under my supervision, including the Medical Assistants, and responsibly to direct them, to address and handle their grievances and complaints, or effectively to recommend such personnel actions, using my own independent judgment and discretion. Although I consult with the Health Center's Human Resources Department and/or its Center Director, I make these personnel decisions and recommendations free from supervision based on health center policy. In this

regard, it is very important to note that I serve as the manager for the Health Clinic that I manage. I am a supervisor and regularly engage in supervisory duties.

I declare under penalty of perjury under the laws of the State of California and the United States of America that the above is true and correct and that I executed this Affidavit on this 14 th day of August 2012 at San Francisco, California.

Virginia Scribner
Printed Name



Signature

MISSION NEIGHBORHOOD HEALTH CENTER

JOB DESCRIPTION **May 24, 2000**

HIV SERVICES
LICENSED VOCATIONAL NURSE/CLINIC MANAGER

GENERAL STATEMENT OF DUTIES

As a member of the HIV Services Team, the LVN/Clinic Manager provides nursing, patient education, and referrals and coordinates essential components of the HIV Clinic including physicians' schedules and Quality Improvement activities.

REPORTING RELATIONSHIP

Reports to HIV Services Director and indirectly to HIV Services Medical Director.

DUTIES AND RESPONSIBILITIES

A. CLINICAL/TOTAL % OF TIME = APPROXIMATELY 45%

Licensed Vocational Nurse

1. Assesses initial health needs of patients and prepares patient as condition warrants.
2. Provides medical treatments as ordered and performs procedures according to MNHC protocol.
3. Prepares and administers medications as ordered.
4. Performs EKG's as ordered.
5. Responsible for obtaining and recording accurate medical information and histories.

   This includes the following:

   - Checking encounter forms, prescriptions, lab, and x-ray requests.
   - Completing disability and other medically related forms.
   - Maintaining broken-appointment schedules.
6. Responsible for initiating health maintenance and prevention procedures.
7. Attends and participates in nursing staff meetings.

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B. NURSING CASE MANAGEMENT/TOTAL % OF TIME = APPROXIMATELY 40%

1. Schedule all medical referral appointments to other health care centers including SFGH clinics.

2. Follow up on all medical referrals including results/reports from consultations.

3. Serve as the liaison between the interdisciplinary team meetings and medical providers unable to attend as it relates to medical issues.

4. Keep abreast of new developments in HIV treatments (medications, laboratory tests) and provide patient education.

5. Provide medication adherence support and education to patients.

C. CLINIC MANAGEMENT/TOTAL % OF TIME = APPROXIMATELY 15%

1. Coordinate services to clients with physicians and maintain physicians' schedules.

2. Order and maintain clinic supplies as needed.

3. Develop and implement protocols as needed.

4. Provide supervision to Phlebotomist, Licensed Vocational Nurse, and volunteers.

5. Ensure patients are re-scheduled properly for follow-up evaluations and visits.

6. Coordinate access to laboratory and x-ray services for HIV-positive patients.

7. Coordinate Medical Quality Assurance Program for the HIV clinic and represent HIV clinic in MNHC's quality improvement meetings.

8. Develop monthly reports as requested by HIV Services Director.

*To perform this job successfully, an individual must be able to complete each of the essential job requirements satisfactorily. The qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

QUALIFICATIONS AND EXPERIENCE

1. Valid California LVN license.

2. Two years experience supervising.

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3. Fluency in Spanish and English required.

4. Nursing Case Management experience in HIV/AIDS setting.

5. Knowledge of HIV/AIDS disease and treatments.

6. Ability to work professionally and ethically within multi-cultural settings, including ability to maintain confidentiality and privacy of persons, documents, data, and communications.

7. Sensitivity to HIV/AIDS and Gay, Lesbian, Bisexual, and Transgender issues.

REVIEWED AND APPROVED ON May 24, 2000 BY:

Gladys Sandlin Executive Director	JoAnna DeVito-Larsen Director of Human Resources

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