



CLASS SPECIFICATION

Class Code: 0601 / P789
Date Est: 7/73
Last Rev: 01/2002
Last Title Chg:
FLSA: non-exempt

LICENSED PRACTICAL NURSE

DEFINITION

Under general supervision of a licensed professional nurse, provides routine patient care and practical nursing services in a general or special program; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Graduation from an accredited school of practical nursing, plus one year of full-time experience as a Licensed Practical Nurse or Registered Nurse; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

Current licensure to practice as a Licensed Practical Nurse or Registered Nurse is required at the time of application.

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Observe and record health data; report observations/concerns to appropriate professional staff.

Perform selected nursing procedures, as directed, including vital signs, vision and hearing tests, and immunizations (adult and child, including tuberculin skin tests).

Provide client education on tuberculosis and immunizations.

Perform a variety of office support duties, including serve as receptionist by making appointments, review client records for accuracy and complete required paperwork and reports.

Administer daily TB medications, in the home and clinic setting.

Provide client education on birth control methods.

Administer/dispense birth control methods on established family planning patients.

Collect lab samples, including sputum and blood.

Provide pre and post-test counseling for HIV blood draws

Prepare lab specimens for laboratory; perform lab quality control and proficiency testing.

Provide podiatry care and education services to geriatric clients.

Assist physicians and nurses, as instructed, during clinical examinations and other medical procedures.

Assist with the coordination of clinics and assignments with professional medical staff to ensure that adequate staff, equipment, and supplies are on hand.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/divisional policies and procedures.

Nursing/health practices and techniques.

Medical equipment and supplies used in area of assignment.

Infection control procedures.

Local community services and agencies that provide a variety of public assistance programs.

Management information systems and software programs used in the assigned area.

Ability to:

Develop patient care plans.

Identify medical risks and consult with other medical professionals regarding findings.

Perform health procedures; including vision and hearing tests, vital signs, blood draws, injections, and podiatry care.

Operate medical equipment such as Hemoglobinometer machine and blood pressure cuff.

Interact effectively with and interview people from diverse socioeconomic and cultural backgrounds regarding health related issues.

Present educational programs appropriate to the intended audience.

Recognize general needs and concerns of patients.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Principles and practices of licensed practical nursing.

First aid care and treatment.

Methods and techniques of infection control, sterilization, and asepsis.

Patient hygiene.

Medical terminology.

Operation and maintenance of medical equipment and supplies.

Ability to:

Operate and maintain a variety of nursing equipment.

Understand and follow detailed written and oral instructions of a technical nature.

Interpret significant and critical changes in patient's conditions.

Accurately maintain sensitive and confidential records including patient/client charts.

Interpret and apply regulations, policies, and procedures.

Write narrative progress notes.

Operate a personal computer.

Communicate clearly and concisely both orally and in writing, tailoring the message to the intended audience.

Plan and organize work to meet schedules and timelines in a high-volume clinic environment.

Establish and maintain effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to work in a standard office environment and/or clinical setting. Ability to lift and move objects weighing up to 25 lbs. Ability to use various office and medical/clinic equipment. Ability to tolerate exposure to communicable diseases, blood products, and chemicals.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.

Approved _____ WERCCS Job Evaluation Committee _____

Date November 2001