

GENERAL DESCRIPTION OF CLASS

The LICENSED PRACTICAL NURSE, as a member of a health care team, provides direct care services to patients in treatment facilities such as hospitals, institutions, or clinics to insure their physical, emotional, and mental well-being.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

1. **Administration of Medication and Treatments.** Typical tasks: verifies physician's orders by reviewing documentation; dispenses prescribed topical, oral, or injectable medications or immunizations; provides treatment using sterile techniques, such as dressing changes, catheterization, tracheotomy, and ileostomy care; observes isolation procedures for patients with infectious or communicable diseases; administers oxygen or suction therapy; performs a variety of tests to determine effects of treatment being performed; provides first aid or emergency treatment as required.
2. **Direct Patient Care.** Typical tasks: as a member of a health care team, conducts patient interviews for assessment of treatment needs; participates in developing, implementing, and evaluating patient care plans; monitors vital signs such as temperature, blood pressure, and pulse, and equipment such as intravenous apparatus, heart, and respiration monitors; observes and records food and liquid intake and output and reactions to medications; observes signs, symptoms, behavioral changes, and progress; collects and records information regarding patient's physical and psychological condition; summarizes and presents information to the treatment team; bathes, grooms, and feeds patients; ambulates or positions bedridden patients; changes diapers and bedding; provides emotional support and explains medical procedures to patients and their families; provides assistance to physicians during examinations and treatment of patients; may assign work and give instruction to paraprofessional unit staff towards meeting patient's health care needs.
3. **Documentation and Records Management.** Typical tasks: charts and documents all medications, treatment, vital signs, progress, behavioral changes, and vital statistics (such as height and weight) on patients' charts or medical sheets for permanent records; files medical records.
4. **Miscellaneous.** Typical tasks: schedules doctor or dental appointments, hearing tests, and a variety of tests and screenings for physical and mental capacity; coordinates ancillary referrals such as laboratory work, therapy, and social services; cleans and sterilizes equipment and instruments; cleans examination and infirmary areas; orders supplies; calls for substitute child care workers, teachers, cooks, and other needed back-up staff.

RELATIONSHIPS WITH OTHERS

Employees in this class are in regular in-person contact with patients to administer medications and provide care and with patients' families to provide support and to exchange medical information relevant to patients. They are in regular in person and telephone contact with physicians to clarify chart orders and report changes in patients' condition and with support personnel to request test results, order supplies, move patients, and request special diets.

SUPERVISION RECEIVED

Employees in this class receive general supervision from a nursing supervisor who reviews work through review of charting and documentation on patient medical sheets, direct observation, and feedback from patients, patients' families, and physicians. Work performed by employees in this class is governed by: Federal and State laws pertaining to illness, communicable diseases, handling of drugs, and reporting of child abuse; Oregon Board of Nursing policies and procedures; patient care plans and physicians' orders; policies and procedures of the agency; and practices of the nursing profession.

GENERAL INFORMATION

Positions in this class are generally found in hospitals, clinics, or other health care facilities. They require the willingness to work in the environment associated with the position's location and purpose. In addition, they require the willingness to maintain a sympathetic and understanding attitude towards mentally ill, mentally retarded, handicapped, and physically ill patients. Some positions require the willingness to work overtime, on-call, and/or rotating schedules.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

General knowledge of fundamentals of nursing practices and procedures including treatment, administration of medicine, and teaching of hygiene.

General knowledge of microbiology and disease processes.

General knowledge of therapeutic treatment, wound care, and use of specialized equipment and vital sign monitoring equipment.

Basic knowledge of the fundamentals of anatomy and physiology.

Basic knowledge of fundamentals of nutrition.

Basic knowledge of fundamentals of human social relationships and physical and mental growth development.

Basic knowledge of fundamentals of pharmacology.

Skill in monitoring intravenous apparatus, heart, and respiration monitoring equipment.

Skill in the use of oxygen and suction equipment, stethoscopes, and blood pressure cuffs.

Skill in monitoring patient's vital signs and assessing patient needs, requirements, and health status.

Skill in preparing accurate written documentation, records of nursing care given, and patient progress notes.

Ability to understand and follow written and verbal instructions and orders with accuracy and precision.

Ability to respond firmly and tactfully with patients who are combative.

Ability to use correct body mechanics to turn and lift patients.

Ability to communicate with both patient and relatives regarding patient's condition and medical procedures.

Ability to work effectively with a variety of professional and paraprofessional staff.

Ability to work in conformance with Federal and State laws, Board of Nursing regulations, and agency policies and procedures.

Ability to do moderate to heavy lifting with safety.

SPECIAL QUALIFICATIONS

Possession of a valid Oregon Practical Nurse License or other valid authorization to temporarily practice practical nursing while obtaining an Oregon Practical Nurse License issued by the Oregon State Board of Nursing at time of appointment.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 4/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.