

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:	LICENSED PRACTICAL NURSE
FLSA STATUS:	NON-EXEMPT
SAFETY SENSITIVE:	SUBJECT TO RANDOM DRUG AND BREATH ALCHOL TESTING

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform clinical/administrative work associated with assisting patients and medical staff within a public health clinic, jail clinic, or other assigned area. Duties and responsibilities include assisting medical staff during patient examinations and procedures, administering medications and immunizations, administering therapeutic treatments, reacting to crisis situations, obtaining and preparing laboratory specimens, providing education and information to patients, intervening appropriately in crisis situations, maintaining medical supplies, preparing medication carts, preparing patient charts, maintaining records, and performing other duties as assigned. Health Department assignment reports to Nursing Director.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Works with non-English speaking patients, handicapped patients, jail inmate patients, chronically ill patients, or other individuals in a public health department environment or in a high-security environment involving locked facilities and presence of security of officers

Assists with physical restraint of patients/inmates when necessary

Assists physicians, registered nurses, nurse practitioners, or other medical staff members in conducting medical examinations, performing procedures, and providing medical care to patients

Obtains/records temperature, blood pressure, pulse and respiration rates

Obtains/records height and weight

Collects/analyzes patient specimens

Obtains/records other medical data as directed

Conducts structured patient interviews to obtain medical history and detailed information pertaining to patient's condition

Reports information to medical staff

Records information in patient chart

Administers medications and/or immunizations per prescribed guidelines and under supervision of physician or registered nurse

Prepares new prescriptions for patients as prescribed by physician, registered nurse, or nurse practitioner

Assesses crisis situations, intervening and/or making referrals as appropriate

Reacts to crisis situations such as cardiovascular emergencies, neurological problems, obstetrical complications, and psychological crises, including suicide attempts, drug use, or other emotional trauma

Initiates emergency or immediate intervention for patients/inmates with high-risk physical or mental problems, or who have attempted suicide by hanging, jumping, cutting of veins/artries, or overdosing

Provides a therapeutic environment for patients/inmates to seek help mentally and physically

Obtains specimens via venipuncture, urethral sample, or other method for testing by outside laboratory services

Prepares/packs cultures, slides, and other specimens for shipping

Performs the duties of Nursing Assistant as needed

Monitors operating condition of medical equipment/apparatus and makes appropriate adjustments

Cleans equipment, instruments, and facilities such as examination rooms, laboratory areas, medical instruments and supplies

Prepares examination rooms for new patients

Organizes supplies and instruments for use by medical staff

Assists patients in preparing for medical examinations

Prepares patient charts, medical records, and departmental files

Records a variety of data

Files reports and forms in patient charts

Reviews test results, laboratory reports, and other data for abnormalities needing to be referred to medical professional

Prepares or completes various forms, reports, correspondence, patient charts, medical records, inmate transfer forms, or other documents

Receives various forms, reports, correspondence, patient charts, medical records, laboratory reports, medical books, drug/medication guides, manuals, reference materials, or other documentation

Reviews, completes, processes, forwards or retains as appropriate

Operates a computer to enter, retrieve, review or modify data

Verifies accuracy of entered data and makes corrections

Utilizes word processing, patient tracking, or other computer programs

Performs basic maintenance of computers and office equipment, such as backing up data or replacing paper, ink, or toner

Maintains computerized and hard-copy patient records and department files

Retrieves and/or revises patient information from computer system

Sorts/organizes documents to be filed

Files documents in designated order

Retrieves/replaces files

Operates or utilizes a variety of equipment, tools, medical/diagnostic instruments, medical supplies, testing kits, or general office equipment associated with work activities

Inspects equipment to ensure safety and proper operations

Performs appropriate cleaning, sanitation, and/or maintenance tasks to properly maintain equipment, instrumentation, and facilities

Monitors inventory levels of departmental supplies

Ensures availability of adequate materials to conduct work activities

Checks expiration dates of drugs and supplies

Initiates requests/orders for new or replacement supplies/materials

Prepares medication carts or trays containing medical supplies, instruments, medications, or other items

Provides education, information, and related assistance to patients; distributes educational materials

Answers the telephone; returns calls as necessary; provides information; records/relays messages or directs calls to appropriate personnel

Communicates with supervisor, employees, other departments, patients, inmates, the public, medical staff members, medical professionals, medical facilities, jail personnel, law enforcement personnel, state/local agencies, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees, patients, and other individuals; ensures adherence to established infection control procedures and security procedures

Monitors security of medications, medical instruments, and other supplies

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new practices, medications, trends, and advances in the profession; reads professional literature; maintains professional affiliations

Attends workshops and training sessions as appropriate

Always responds to and reports immediately if called upon by local, regional, or central office supervisors, as part of a coordinated emergency response by the Department of Health

Completes work at assigned workstation that is determined by the supervisor

Must work hours as scheduled

Reviews results of on-site laboratory tests with patients

Schedules patient appointments; contacts patients by telephone regarding appointment changes, reminders, or other information

ADDITIONAL FUNCTIONS

Performs general/clerical tasks, which may include typing documents, making copies, sending/receiving faxes, or processing incoming/outgoing mail

Provides assistance to other employees or departments as needed

Performs other related duties as required

MINIMUM QUALIFICATIONS

Associate's or Vocational/Technical degree with training emphasis in Nursing required. Must possess and maintain valid Licensed Practical Nurse (LPN) license. May require possession and maintenance of a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which

may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds); may occasionally involve heavier objects and materials (50-100 pounds)

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as odors, fumes, toxic agents, disease, pathogenic substances, or violence.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: Getting Charts, Running controls, working up patients, cleaning instruments

Surface: Hard Floors

Estimated Total Hours: intermittent

2. SITTING

Tasks: Occasional at computer, working up patients

Estimated Total Hours: intermittent

3. LIFTING/CARRYING

Objects: charts, supplies, babies, boxes

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs	X	X			
11-25 lbs		X			
26-50 lbs			X		
51-75 lbs					X
76-100 lbs					X
>100 lbs					X

4. PUSHING/PULLING

Objects: Pushing carts, Moving boxes

Height of hands above floor during push: Approx waist height

5. CLIMBING

Tasks: Putting supplies away

Device: Uses step stool

Height: Varies

Frequency: Weekly to Monthly

6. BENDING/SQUATTING/KNEELING

Tasks: working up patients, drawing blood

Frequency: Daily

7. REACHING

Tasks: getting charts, specimens, working up patients

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	outward	Freq. - daily	1-5min	< 10 lbs
21-36"	outward	Freq. - daily	1-5min	< 10 lbs

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures		X

Cold Temperatures		X
Sudden Changes in Temperature		X
Noise		X
Fumes		X
Cramped Quarters		X
Cold Surfaces		X
Hot Surfaces	X	
Sharp Edges	X	
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	100 % of time
Outside	0 % of time

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping		X
General Cleaning	X	
Handling Trash	X	

10. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Freq
Grasp	X		Freq
Fine Motor i.e: writing, twisting hands or wrist, etc	X		Freq

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Rutherford County, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Full Legal Name (printed)

Employee's Signature

Date