



CLASS SPECIFICATION FOR:
Licensed Practical Nurse

General Statement of Duties:

This is a technical, practical nursing class. Under supervision, assists clinical nursing staff by performing basic medical testing, providing immunizations, collecting specimens, maintaining a clinic room, and conducting patient health screenings in an efficient manner; educating clients regarding health and medication; and performs related work for the agency as required.

Distinguishing Features of Class:

An employee in this class assists in providing primary clinical care as a part of an occupational health program or in support of other County health services. Work requires some discretion and judgment and is clearly defined by the licensure regulations. Work is performed under the direction or supervision of a licensed medical practitioner or registered professional nurse. May supervise or provide work direction to nursing aides or direct service staff.

Examples of Assigned Duties (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Provides nursing services to individuals and/or families in clinics, ambulatory care centers, offices, or community settings;
- Administers medications and performs treatments;
- Performs appropriate height, weight, and head circumference measurements;
- Performs Snellen (eye chart), Ishihara vision (color), and audio (hearing) testing;
- Administers immunizations under the supervision of a licensed medical practitioner or registered professional nurse;
- Solicits contraindications and medical history prior to each injection;
- Performs necessary laboratory tests and/or specimen collections per agency protocol (e.g., venipuncture; finger, foot, and heel stick; blood pressure checks; and urine testing);
- Records and reports testing and specimen collection findings;
- Prepares lab specimens collected for shipment to other labs;
- Maintains a neat clinic area, assuring supply room is properly stocked and organized and that equipment is cleaned, sterilized and maintained in good working order;
- Assists in tracking medications that are delivered to the agency and ensures appropriate documentation is maintained;
- Packages medications for delivery to clients pursuant to the regulations of the Virginia Board of Pharmacy;
- Conducts home visits to assess client status;
- Assists clients in managing their medication through preparation of pill boxes and teaching appropriate medication adherence strategies;
- Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Knowledge of practical nursing skills gained through an accredited practical nursing program; skill in performing technical nursing procedures (e.g., injections, venipuncture, blood pressure screening); ability to identify questionable test findings; ability to perform CPR or perform emergency treatment for life-threatening conditions; ability to elicit sufficient pertinent medical information from a client and record a medical history that is complete and accurate; ability to establish and maintain good working relationships with clients and staff members.

Minimum Education and Experience:

Education: Graduation from an accredited Practical Nursing program

Experience: Two (2) years of experience as a Licensed Practical Nurse

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

Possession of current license to practice as a Licensed Practical Nurse (LPN) in the Commonwealth of Virginia. Contingent upon area of assignment, some positions may require possession of a valid Driver's License.

GE.V.0012

Career Code:

Date of last Revision: 21-Jun-2010

NOTE: This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification and is not intended to describe and does not necessarily list the essential job functions for a specific position in a job classification.