

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

LICENSED PRACTICAL NURSE

FLSA STATUS:

NON-EXEMPT

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. Sheriff's Department assignment reports to LPN Senior.

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/arteries, 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,

Rutherford County, Tennessee • Licensed Practical Nurse

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

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.

Rutherford County, Tennessee • Licensed Practical Nurse

Completes work at assigned workstation that is determined by the supervisor.

Must work hours as scheduled.

Assignment to Health Department may involve the following additional functions:

Reviews results of on-site laboratory tests with patients.

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

Assignment Sheriff's Department may involve the following additional functions:

Performs routine physical examinations of incoming inmates.

Coordinates medical aspect of inmate transfers; prepares medical records and related documents; prepares appropriate supply of medications to accompany inmates.

Conducts inventories of unused medications for return to pharmacy.

Conducts or participates in occupational health clinics for county employees, deputy officers, or the public; assists with clinics involving tuberculosis screening, tetanus shots, hepatitis B shots, first aid, or other health activities.

Administers therapeutic treatments such as n/g tube insertion, urinary catheter insertion, wound cleaning and sterilization, dressing changes, or eye irrigations as needed.

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 degree or Vocational/Technical degree with training emphasis in Nursing; one (1) year previous experience and/or training involving nursing is preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. 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

Exemption Status Test (Administrative Employee)

~ Answer the following to determine whether a worker is misclassified as an exempt administrative employee:

1. Regularly receives a predetermined amount constituting all or part of the employee's salary, which is not subject to reduction because of variations in the quality or quantity of work performed.

Yes

2. Is the employee's primary duty performing office or non-manual work directly related to the management or general business operations of the employer or the employer's customers?

No

3. Does the employee exercise discretion and independent judgment with respect to matters of significance? That is, does he evaluate and compare possible courses of action and then make a decision or recommendation after considering the various possibilities?

Yes

4. Is the employee paid the equivalent of at least \$455 per week on a salary basis?

Yes

- ♦ - ♦ - ♦ - ♦ -

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 Signature

Date

Supervisor's Signature

Date