

Job Classification Specification

Jobcode Data

Effective Date Job Code 044592 Status A Reg/Temp Preferred

Description LICENSED PRACTICAL NURSE 2*

Minimum Salary Range \$2825.00 Maximum Salary Range \$4225.00

Job Classification Specification

Effective Date 06/15/2023

SUMMARY

Summary: Under general supervision, is responsible for licensed practical nursing duties of average difficulty; and performs related work as required.

Distinguishing Features: This is the working level class in the Licensed Practical Nurse job series. An employee in this class is responsible for providing licensed practical nursing health care support in a hospital, clinic, institution, or in the home. An employee in this class may be assigned to work days, evenings, nights, and/or weekends. This class differs from Licensed Practical Nurse 3 in that the latter is responsible for leading the work of technical nursing staff.

RESPONSIBILITIES

Assisting and Caring for Others:

1. Performs BLS (Basic Life Support), CPR (cardiopulmonary resuscitation), and other emergency responses.
2. Provides health care support as directed by the immediate supervisor.
3. Follows a prescribed health care plan or protocol.
4. Takes the patient's vital signs.
5. Identifies patient's allergies.
6. Administers medication.
7. Monitors side effects of medication.
8. Observes effectiveness of medications.
9. Feeds the patient.
10. Bathes the patient.
11. Prepares the patient for laboratory tests.
12. Obtains required lab specimens per protocol.

13. Prepares specimens for transport to an outside laboratory.
14. Performs other procedures per protocol.

Provide Consultation and Advice to Others:

1. Educates patients/caregivers how to maintain optimal health status.
2. Demonstrates self-care such as dressing changes, self-examinations, activities of daily living (e.g., hygiene), and use of adaptive equipment/devices.
3. Ensures the patient understands self-care instructions.

Documenting/Recording Information:

1. Documents assessments, care and education provided to the patient.
2. Lists vital signs and procedures performed in the patient's medical record.
3. Documents orders followed and medical interventions.
4. Documents completed tests and the results.
5. Documents administration and effectiveness of drugs, documents utilization of controlled drugs.
6. Completes medical and administrative forms (e.g. electronic or paper).

Monitoring and Controlling Resources:

1. Maintains an adequate, current, and secure inventory of health care supplies.
2. Reports discrepancies in the inventory.

Inspecting Equipment, Structures, or Material:

1. Ensures that medical equipment and designated work areas are kept clean and serviceable.
2. Reports any maintenance problems or repairs made on equipment.

Establishing and Maintaining Interpersonal Relationships:

1. Fosters team work to ensure total care of patient/client and outside entities.

Communicating with Supervisors, Peers, or Subordinates:

1. Discusses the patients comprehensive health plan with other staff to identify the patients/clients needs.

Communicating with Persons Outside Organization:

1. Communicates with internal and external entities.

Coaching and Developing Others:

1. Provides education to employees and others.

QUALIFICATIONS

Education and Experience: Currently licensed as a practical nurse.

Necessary Special Qualifications: Currently licensed as a practical nurse with the State of Tennessee or holds a privilege to practice in the State of Tennessee under the Nurse Licensure Compact (NLC). A valid motor vehicle operator license may be required.

Positions within the Division of Rehabilitation Services of the Department of Human Services will be required to:

1. Complete a criminal history disclosure form in a manner approved by the appointing authority;
2. Agree to release all records involving their criminal history to the appointing authority;
3. Supply a fingerprint sample prescribed by the TBI based criminal history records check;
4. Submit to a review of their status on the Department of Health's vulnerable persons registry.

COMPETENCIES

Knowledge:

1. Knowledge of principles of nursing, nursing practices, techniques, and applicable laws
2. Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders
3. Knowledge of the information and techniques needed to treat human injuries, diseases, and deformities
4. Knowledge of principles and processes for providing customer and personal services

Skills:

1. The skill to understand written sentences and paragraphs in work related documents
2. The skill to listen to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
3. The skill to talk to others to convey information effectively
4. The skill to adjust actions in relation to others' actions
5. The skill to be aware of others' reactions and understanding why they react as they do
6. The skill to actively look for ways to help people
7. The skill to manage one's own time

Abilities:

1. The ability to tell when something is wrong or is likely to go wrong

2. The ability to listen to and understand information and ideas
3. The ability to communicate (verbal and written) information and ideas
4. The ability to speak clearly so others can understand you
5. The ability to apply general rules to specific problems

Competencies:

1. Learning on the fly
2. Problem solving
3. Priority setting
4. Timely decision making
5. Standing alone
6. Action oriented
7. Drive for results
8. Organizational agility
9. Written Communication
10. Compassion
11. Ethics and Values
12. Integrity and trust
13. Patience
14. Peer relationships
15. Understanding others

TOOLS & EQUIPMENT

1. Electronic devices
2. Various medical equipment and devices