

LICENSED PRACTICAL NURSE I

NATURE AND VARIETY OF WORK

This is entry level technical nursing work. Work is performed in a team relationship, under the direction of a Registered Nurse, in compliance with the statutes and regulations governing nursing and the Standards of Practice for Licensed Practical nurses. The incumbent administers prescribed medications and treatment, uses sound judgment in taking actions in the absence of an RN (Registered Nurse) or MD (Medical Doctor) and communicates with supervisors and other team members when further direction is needed.

Work assignments are performed in a home, clinic, school, office or other community environment and may expose the employee to infectious/contagious diseases. Assignments involve some walking, standing, bending and lifting in caring for clients. Incumbents in this class work under the close supervision of an RN or MD. Performance is reviewed and evaluated through records, reports, conferences, and observation to ensure that nursing practice is appropriate and safe in compliance with established policies.

Upon the satisfactory completion of a nine (9) month probationary period, entry level incumbents may be non competitively promoted to the II full performance level at managements discretion.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs entry level technical nursing services in order to address health care needs of target populations (e.g., infants, youth, adults and seniors).

Administers medications as prescribed by a physician and observes for any side effects or contraindications.

Performs medical procedures ordered by a physician such as catheterizations, irrigations, suctioning, tracheostomy, ostomy care and administers nebulized medications and oxygen.

Motivates and assists patients in performing activities of daily living.

Administers appropriate screening tests such as, vital signs, vision, hearing and urinalysis.

Performs emergency medical procedures, such as, first aid, CPR on patients/clients in order to address life threatening medical situations.

Provides basic health education counseling to patients and families.

Teaches self care techniques to patients and families.

Maintains accurate, complete and retrievable charts/records/ statistics/logs/files.

Attends in-service training programs in order to maintain a continual awareness of current nursing practices, procedures and policies.

Participates in interdisciplinary planning meetings with drug counselors, school personnel, community health nurses or other staff.

Develops and maintains harmonious inter-personal relations with medical staff, clients and patients.

Willingly and cooperatively performs related duties and responsibilities which may not be specifically listed in the job description, but are within the general occupational category and responsibility level typically associated with employee's class of work.

KNOWLEDGES, SKILLS AND ABILITIES AND OTHER CHARACTERISTICS

Skill in administering medications.

Skill in performing technical nursing procedures, e.g., dressing changes, catheterizations, tracheostomy care, suctioning, and tube feedings.

Skill in observing patients for signs of common medical and psychological problems.

Knowledge of current practical nursing scope of practice, theories, principles, practice and their application.

Knowledge of medical terminology.

Knowledge of nursing/medical services resources and referral procedures.

Knowledge of medical protocols and nursing principles and practices.

Knowledge of file and records maintenance.

Ability to carry out emergency procedures for the protection and safety of patients, clients, staff and the public.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

4406 – Licensed Practical Nurse I

Possession of a current valid license to practice as a Licensed Practical Nurse in the State of Maryland as determined by the Maryland Board of Nursing under the licensing requirements for Practical Nurses.

CONDITIONS OF EMPLOYMENT

Possession of a valid license to operate a motor vehicle when required for the performance of job-related duties at time of appointment.

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