

Jurisdictional Class: Non-Competitive  
Adopted: July 7, 1993  
Revised: May 15, 2018

**LICENSED PRACTICAL NURSE**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assisting with the care of patients and for providing nursing care and/or coordinating services for patients in accordance with a detailed and well-defined patient care plan. The work involves performing tasks and responsibilities within the framework of case findings, health teaching, health counseling, and provision of supportive and restorative care under the direction and supervision of a Registered Professional Nurse, Staff Nurse, or other nursing professional. An LPN is prepared to function as a member of the health care team by exercising sound nursing judgment based on preparation, knowledge, skills, understanding, and experience in nursing situations. An incumbent may supervise auxiliary nursing staff such as aides and attendants. Per New York State regulations, when providing services within home care, a Registered Professional Nurse must be immediately available by telephone. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Obtains vital signs and observes, measures, records, and reports on patient health status, progress, or any change in condition;
- Provides bedside nursing care including services requiring sterile technique;
- Provides nursing care for the patient requiring oxygen therapy, monitoring, and treatment devices including blood glucose, pulse oximetry, tube feedings, and culture specimens;
- Provides nursing care such as wound irrigation, stoma care, and dressing changes for patients with a variety of ostomy conditions;
- Assists with the rehabilitation of patients in accordance with the nursing care plan, such as assisting the patient with ambulation, assisting the patient with normal range of joint motion, and applying the principles of good body mechanics and body alignment;
- Participates in general health care of patients by following nursing care plan and reinforcing teaching in regard to diet/nutrition, disease progression, rest/exercise program, rehabilitation program, pain management, treatments, and medication uses, effect, side effects, dosage and frequency;
- Administers certain medications approved by agency (IM, SQ, PO, rectal, eye, and topical);
- Provides required nursing documentation and maintains nursing care records based on policy and standards of the nursing profession;
- May process referral, coordinate services of Aides, and process discharges;
- May assist with preparation, implementation, and continuing evaluation of a nursing care plan for individual patients;
- May participate in the development, revision, and implementation of policies and procedures designed to insure comfort and safety of patients;
- Ability to work mandatory overtime as required;

## Licensed Practical Nurse

For LPNs assigned to the Clinton County Health Department, additional work activities include:

Responsible for pre-pouring medications including controlled substances on a weekly/biweekly basis;

Responsible for pre-filling insulin syringes weekly/biweekly;

May be responsible for observation of aides and staff involved in activities of daily living and household duties;

Participates in training for Incident Command System, emergency response and drills, and responds to community emergencies/disasters as part of the Public Health Response requirements;

Participates in leadership activities including orientation with new LPN staff, and participates in teams addressing work improvement projects;

Attends appropriate ongoing educational opportunities including department and state/federal mandated trainings, competency skills lab twice a year, and CPR annually;

Operates within the context of the Essential Public Health Services and core functions, and participates in best practice and evidence based programming;

Completes day sheets and/or other documentation that assists with reimbursement;

Completes nursing documentation using approved record system including electronic tablets, and secures and maintains confidentiality of all data;

According to Health Department policy, LPNs are not responsible nor allowed to perform the following:

Developing nursing care plans

Orienting aides (on-sites or field instruction)

Doing admissions, recerts, discharges, and OASIS forms

Any procedure involving peripheral and central line or venipuncture

Administering flu shots in the home.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Working knowledge and skill in the application of current routine nursing practices, procedures, and techniques of patient care;

Ability to perform duties in accordance with nursing standards and other applicable codes and regulations;

Ability to use technology for accurate, efficient, and secure data management and communication;

Ability to understand and complete financial and billing processes necessary to assist with reimbursement;

Ability to organize;

Ability to communicate effectively orally and in writing;

Ability to establish and maintain cooperative working relationships;

Sensitivity to individual client needs with the ability to approach situations that take into account diversities and cultural differences;

Ability to get along well with patients and others;

Ability to accept and utilize guidance;

Flexibility;

Sound judgment.

**MINIMUM QUALIFICATIONS:** Possession of valid permit or license issued by New York State Education Department to practice as a Licensed Practical Nurse as well as current registration to practice as a Licensed Practical Nurse.

### **SPECIAL REQUIRMENT FOR THOSE WORKING IN THE CLINTON COUNTY HEALTH**

**DEPARTMENT:** Assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.