Class Title: Licensed Practical Nurse
Class Code: 003CH3
FLSA Status: Non-Exempt
Salary Schedule: RDS
Effective Date:

Summary
Incumbent performs nursing care of patients with physical and/or mental disabilities.

Duties:
- Administers medications or treatments prescribed by a physician;
- Observes patients/residents and keeps accurate patients’ records concerning vital signs, etc.;
- Contacts physicians and takes orders in the absence of a professional nurse;
- Assists in specialized programs for patients such as re-motivation groups, sensory stimulation and behavior modification after completion of designated in-service training program;
- Assists physicians in physical examinations of patients/residents;
- Orders supplies and medicines;
- Performs related duties as required.

Job Requirements:
- Specialized knowledge of principles of nursing care and ability to apply them;
- Working knowledge of sanitary conditions, proper housekeeping and personal hygiene;
- Working knowledge of patients'/residents' behavior and its meaning;
- Ability to maintain patients'/residents' records and prepare reports;
- Ability to maintain good relationships and direct work of other paraprofessional and nonprofessional staff;
- Effectively communicate, both orally and in writing;
- Ability to safely set up and administer medications and treatments.

Difficulty of Work:
Work is of moderate complexity requiring the application of specialized knowledge to relatively standardized tasks.

Responsibility:
Incumbent works under the general supervision and direction of a physician and registered professional nurse in accordance with prescribed policies and procedures. Guidelines consist of federal and state nursing practice laws, established techniques, established hospital policy and procedures. Incumbent exercises independent judgment following general or detailed instructions depending upon the task. Errors are not readily detected and can cause substantial discomfort to patients or residents.

Personal Work Relationships:
Contacts are maintained with agency staff, patients or residents and the public in order to carry out nursing services.

Physical Effort:
Incumbent is normally standing, walking or lifting objects of varying weights.

Working Conditions:
Incumbent works in a hospital or infirmary environment.