

## STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV38042</b>
<b>Job Class Code:</b>	<b>580</b>	<b>Salary Schedule:</b>	<b>ASRRGERI</b>
<b>EEO Category:</b>	<b>03</b>	<b>Grade:</b>	<b>15</b>
<b>Workers Comp Code:</b>	<b>8833</b>		
<b>Job Code Established:</b>	<b>04/12/93</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>01/01/97</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Geriatric Nursing Services

**JOB CODE TITLE:** GERIATRIC LPN

**HRIS TITLE:** GERIATRIC LPN

**CHARACTERISTICS OF THE CLASS:** Works under general supervision of a physician or higher level professional nurse. Has the authority to perform general basic practical nursing care and treatment as prescribed; administer medications, perform special treatments and give injections. Provides a variety of basic nursing care for infirm geriatric residents and/or patients; takes vital signs and performs clinical tests and special treatments as authorized and prescribed; administers medication and injections; maintains medical records; may supervise and train nursing assistants. Work product consists of residents and/or patients receiving properly administered nursing care and treatment as authorized and prescribed. Responsible for carrying out all geriatric nursing services in a prescribed and efficient manner; providing a safe, therapeutic and hygienic environment; assisting in providing training.

**EXAMPLES OF DUTIES:** Administers vaccines by injections. Distributes medications to patients, following prepared schedule and patients' charts. Reads patients' charts and ascertains that all required actions are being or have been taken. Makes vital signs determinations (pulse, blood pressure, temperature, respiration). Changes dressings on surgical (or other) wounds. Weighs and measures height of patients; records in medical charts. Maintains a chart recording patient's conditions, treatments prescribed and taken and other information pertinent to patient care. Maintains daily log or record of patients examined, treated or interviewed, and record of work completed with each. Receives essential information at beginning of daily tour of duty; participates in discussions, answers questions and shares information. Resolves technical or work procedure problems and questions presented by subordinate level workers. Confers with supervisor on regular basis, discussing work processes, incidents, problems and plans, and receiving advice, counseling and instruction. Attends staff meetings of work unit or section, under direction of work supervisor; gives and receives information helpful in work unit or work system operation. Trains new workers on the job to perform tasks that will become part of everyday work routine. Performs related work as required.

**WORK CONDITIONS:** Physical exertion, mental and emotional stresses related to caring for infirm geriatric residents with varying degrees of physical and psychological disorders.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** principles, practices and procedures of gerontological/geriatric practical nursing; State and agency laws and regulations governing basic practical nursing; practices and procedures of pharmacology and medications; Federal, State and agency laws and regulations governing control and security of medications; practices and procedures established for the work unit.

**Skill/Ability to:** methods and techniques of general basic practical nursing. Care for infirm geriatric residents/patients; apply and interpret State and agency laws and regulations governing control and security of medications; observe and assess behavior and progress of patients; communicate verbally and in writing; establish and maintain work relationships.

**SPECIAL SELECTION FACTORS:** Required at time of appointment: possession of a current license or temporary permit to practice as a licensed practical nurse in the State of Arizona. Required for permanent status: possession of a current license to practice as a licensed practical nurse in the State of Arizona. Requires the ability to pass a post-offer physical exam.