

STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV38047
Job Class Code:	580	Salary Schedule:	ASRLPNPOL
EEO Category:	03	Grade:	02
Workers Comp Code:	8833		

Job Code Established:	12/23/98	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Medical and Dental Services Series

JOB CODE TITLE: LICENSED PRACTICAL NURSE – POOL (VS ONLY)

HRIS TITLE: LICD PRACTICAL NURSE POOL

NOTE: This is a seasonal position. It is not to be filled with permanent positions.

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; takes vital signs and performs clinical tests and special treatments as authorized and prescribed; administers medication and injections; maintains medical records; may supervise 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 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 residents, following prepared schedule and charts. Reads 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 residents; records in medical charts. Maintains accurate and complete documentation regarding condition, treatments prescribed, and other information pertinent to resident care. Receives essential information at beginning of daily tour of duty; participates in discussions, answers questions and shares information. Maintains daily log or record of patients examined, treated or interviewed, and record of work completed with each. Resolves technical or work procedure problems and questions presented by subordinate level workers. Confers with supervisor, discussing work processes, incidents, problems and plans, and receiving advice, counseling and instruction. Attends staff meetings of work unit or section, under direction of supervisor; gives and receives information helpful in work unit operation. Performs related work as required.

WORK CONDITIONS: Physical exertion, mental and emotional stresses related to caring for residents and/or patients with varying degrees of physical and psychological disorders.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: principles, practices and procedures of 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: basic practical nursing methods and techniques. Apply and interpret State and agency laws and regulations governing control and security of medications; observe and assess

behavior and progress of patients of residents; communicate verbally and in writing; establish and maintain work relationships.

SPECIAL SELECTION FACTORS: Requires ability to pass a post-offer physical exam. Requires possession of a current license to practice as a licensed practical nurse in the State of Arizona.