**LICENSED PRACTICAL NURSE**

**CLASS SUMMARY:** To provide selected patient care and services of a program, service or clinic; and to perform related duties as assigned.

**SUPERVISION RECEIVED:** Receives general supervision from assigned supervisory and management personnel. May exercise functional and technical supervision over para-professionals and volunteers.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Carries out nursing services as a team member in clinic or field settings.</td>
</tr>
<tr>
<td>2.</td>
<td>Conducts initial interviews of clients and patients to assess treatment status and or program eligibility.</td>
</tr>
<tr>
<td>3.</td>
<td>Treats patients and conducts tests in accordance with the Oregon State Nurse Practice Act.</td>
</tr>
<tr>
<td>4.</td>
<td>Assists nurses, nurse practitioners and physicians during exams and in clinical settings.</td>
</tr>
<tr>
<td>5.</td>
<td>Records, maintains and updates charts, records and other data associated with patient care.</td>
</tr>
<tr>
<td>6.</td>
<td>Provides information and counseling to clients on infections, disease control, contraceptives, pregnancy and choices available per NP/MD order.</td>
</tr>
<tr>
<td>7.</td>
<td>Draws blood for serum pregnancy, chemical screening and other tests.</td>
</tr>
<tr>
<td>8.</td>
<td>Performs simple lab work and analysis of blood and serum.</td>
</tr>
<tr>
<td>9.</td>
<td>Coordinates lab work with outside laboratories and delivers and picks up specimens/results.</td>
</tr>
<tr>
<td>10.</td>
<td>Schedules and routes clients for appointments and monitors flow of client paperwork, lab results and charts.</td>
</tr>
<tr>
<td>11.</td>
<td>Collects physical information such as height, weight, blood pressure and instructs clients on obtaining of urinalysis sample.</td>
</tr>
<tr>
<td>12.</td>
<td>Orders, inventories and controls supplies.</td>
</tr>
</tbody>
</table>
Knowledge of (position requirements at entry):
- Nursing practices and principles as applied to licensed practical nursing.
- Laws, rules and regulations governing the treatment and care of patients and the scope of responsibility of the provider.
- Clinical processes and procedures including scheduling, paperwork and assisting other professionals.
- Diseases, infections and preventative care of patients associated with the clinic.
- Services provided by the program, clinic and department.
- Community resources available for patient referral.
- Clinical processing and practices.
- Clinical supplies and medications.
- Contraception, contraceptive devices, sexually transmitted diseases and pregnancy testing

Skills in (position requirements at entry):
- Interview and assess physical information of clients.
- Assist others in complex exams, analysis, and tests.
- Choose appropriate follow-up to protocol.
- Perform technical nursing duties including drawing blood and running lab tests.
- Coordinate and schedule patients for efficient processing in the clinic.
- Keep accurate and detailed records and charts on clients.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Perform a variety of clerical processing tasks including typing, work processing, filing, and receptionist duties.

Training and Experience (positions in this class typically require):
Graduation from an approved school for Licensed Practical Nursing.

Licensing Requirements (positions in this class may require):
- Possession of a State of Oregon license as a Practical Nurse at time of appointment.
- Possession of a valid driver’s license at time of application and a valid Oregon Driver’s license by the time of appointment if required to drive.
- A current CPR/BLS.

NOTE: These positions are represented by AFSCME Local 2831 (Nurses).

Classification History:
FLSA Status: Non-Exempt