

## **LINN COUNTY CLASSIFICATION**

**TITLE: LICENSED PRACTICAL NURSE**  
**NUMBER: 739**  
**PAY RANGE: 15**  
**CATEGORY: SEIU**

**APPROVAL ORDER**  
**NUMBER: 2006-322**  
**DATE: August 1, 2006**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform professional nursing work in compliance with standards set by the Oregon State Board of Nursing. Participates in the planning of health care programs and the implementation of the health care services provided by the Linn County Department of Health Services.

SUPERVISION RECEIVED: Works under the immediate supervision of the Nursing Supervisor who assigns duties, outlines policies and procedures, reviews work for completeness, effectiveness, and compliance and evaluates performance and adherence to established policies and nursing practices.

SUPERVISION EXERCISED: Supervision of employees is not a normal responsibility of positions in this classification but an incumbent may provide training, education and work assignments to other employees.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and to remain in this position. The duties are essential functions requiring the critical skills and expertise to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Participate in the assessment, planning and evaluation of general nursing service in assigned area of responsibility or special program; implement as directed by nursing supervisor.
2. Under physicians orders, administer and monitor medication; assess client reaction to medications; chart reaction to medication and recommend medication changes; perform routine medication lab work. Make routine refills of medication prescriptions as previously established by a Linn County prescriber.
3. Plan and direct clinics. Make home and office visits, giving direct care within the scope of licensure and standing orders. Provide nursing services in settings outside of the Public Health building, e.g. may deliver direct observed therapy (DOT) to clients with tuberculosis.
4. Plan and exchange information with other health care providers. Develop community organizations and plans for health services with community groups, e.g. may develop and maintain a process to sustain community partnerships related to childhood and adult immunizations.
5. Maintain records of services to families and clinics and make reports as required.
6. Provide case management functions for mental health clients as needed.
7. Participate in the development of policies and procedures related to assigned area of responsibility, e.g. may assure that immunization standing orders are complete and up to date with the appropriate signatures.
8. Participate in educational and development activities that will enhance professional knowledge and skill.
9. Contribute and participate in emergency preparedness activities for the Department.

10. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification description covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work, which may be similar to, related to, or a logical assignment for the position.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable)

KNOWLEDGE SKILL AND ABILITY: Considerable knowledge of the theory and methods of nursing within the scope of his/her current professional licensure. Ability to comprehend, interpret and follow oral and written instructions and to recognize the professional limitations of the position. Ability to maintain records and charts and make clinical reports and observations. Ability to recognize irregularities or significant changes in patient condition or behavior and relate this information to a Registered Nurse/supervisor. Ability to maintain an empathetic attitude in relations with clients and their families. Ability to develop and maintain effective working relations with all other staff and the general public.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school and from an accredited school for Licensed Practical Nurse training; one year of experience as a Licensed Practical Nurse or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a license as a Practical Nurse in Oregon at the time of appointment. Possession of a valid motor vehicle operator's license and an acceptable driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in multiple offices, clinic settings, schools or businesses. Work involves both standing and sitting, Work involves travel to various community agencies and schools throughout the County or to state meetings. Work involves a significant amount of locomotion, including operation of a motor vehicle and movement from the vehicle to the office, clinic, community agency, school or meeting. Requirements include the ability to see, talk, and hear, sit, stand and walk, bend and stoop; use hands to handle or operate objects, tools or controls, including use of a computer keyboard; reach with hands and arms and lift or move thirty (30) pounds. Have sufficient visual acuity to read scales, measuring boards, obtain capillary blood samples, read hemocue machine, draw up and administer vaccines. Work may involve potential exposure to blood products and pathogens, cleaning materials and loud noises.