

*Code: 4131*

*Title: LICENSED PRACTICAL NURSE*

**SUMMARY:** Provides licensed practical nursing services to patients under the direction of a health care professional.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Provides prescribed medical treatments and personal care services to patients;  
Administers specified medications (excluding IV medication), immunization and treatments as directed by a health care professional ensuring to note time and amount in medical charts;  
Assists Registered Nurses and physicians in performing physical examinations and other assignments;  
Takes, monitors and records vital signs;  
Dresses and changes dressings on wounds and administers standard medical tests;  
Monitors patients on ventilation equipment, and performs routine tracheotomy care of patients off ventilation equipment;  
Observes patient behavior and progress and reports adverse reactions to medication or treatments to health care professional;  
Provides for the emotional and physical comfort of patients and offers basic health information;  
Maintains records such as medication, patient history, treatment and accountable drug records, and writes reports;  
May operate an autoclave and monitor and record the temperature of refrigerators and incubators;  
May draw blood, insert nasal gastric tubes, start and monitor IV fluid therapies, and performs basic laboratory tests if so certified;  
May document patient histories, care given, observations, and instructions in clinical or medical records.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- the principles, practices, methods, and techniques of practical nursing services;
- infection control and aseptic techniques;
- restorative, rehabilitative and behavioral health care services.

Skill in:

- performing practical nursing duties;
- using and maintaining equipment and supplies utilized in nursing service;
- establishing and maintaining effective working relationships with staff, supervisors and patients.

**MINIMUM QUALIFICATIONS:**

Licensed to practice as a Licensed Practical Nurse in the State of Arizona.

**OTHER REQUIREMENTS:**

**Licenses and Certificates:** Possession of a current license to practice as a Licensed Practical Nurse in the State of Arizona. Failure to maintain the required licensure shall be grounds for termination. Some positions may require possession of a valid Class D Arizona Driver's License at the time of appointment or prior to end of initial/promotion probation.

**Physical/Sensory Requirements:** The ability to independently and routinely lift and maneuver patients and equipment of various weights and sizes for distances or periods of time according to prescribed procedures. Other physical and sensory requirements will be determined by position.

Special Notice Items: Department of Labor regulation CFR Part 1910.1030 requires notification that this category may have a high risk of exposure to communicable diseases. Hepatitis B vaccine will be provided. Some positions within this classification may require a current Arizona Department of Public Safety (DPS) Clearance Card in order to work with vulnerable adults and children at the time of application. The DPS Clearance Card may be required as a condition of continued employment. In positions requiring a DPS Clearance Card, failure to maintain a current DPS Clearance Card shall be grounds for termination.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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