

# BOARD OF REGENTS STATE OF IOWA

## REGENT MERIT SYSTEM

**Class Title:** Licensed Practical Nurse

**Class Code:** 7211

**Pay Grade:** 408

### **GENERAL CLASS DESCRIPTION:**

Functions within the scope of the practical nursing license to assist physician staff with patient care. Performs technical assessment, administers immunizations, assists with minor surgery, administers medications and treatments, fits orthopedic devices, and may manage clinic programs.

### **CHARACTERISTIC DUTIES & RESPONSIBILITIES:**

1. Performs physical assessment, which may include vital signs, weight, height, and current history and makes observations relevant to patient conditions. Documents or reviews all pertinent data, including allergies, current medications, and health history.
2. Performs various screening tests in preparation for patient's physical examination.
3. Administers medications, gives injections, monitors intravenous fluids and performs treatments which are within the practical nurse scope of practice. Observes and documents patient reactions to medications and treatments, and initiates emergency treatment as indicated.
4. Assesses visual acuity, oxygen saturation, and blood glucose levels.
5. Assists in examinations of patients, diagnostic procedures, and minor surgeries.
6. Provides patient education regarding diagnosis, medication, and treatment under direct or indirect supervision of the physician, or as directed by clinic protocol.
7. Applies dressings, assesses and documents wound condition, removes sutures, assures proper fit of orthopedic equipment, and provides treatments according to standardized protocols. Responsible for teaching patients follow-up care.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

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8. Initiates basic cardiac life support and assists in emergency situations as needed.
9. Assures timely reporting of lab work to physician staff and appropriate transfer of medical records as directed by physician or as requested by patients.
10. Maintains appropriate inventory of medical equipment and patient education materials in patient examination areas.
11. Maintains responsibility for screening and directing communication between clinic staff, consulting staff, continuing care providers, students, university faculty and staff, and the public.
12. Responsible for evaluating and documenting function of emergency equipment and for maintaining stock medication supplies.
13. May exercise functional supervision over students or health aids.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of practical nursing theory and practices.
2. Knowledge of Current Procedural terminology coding (ICD-9 codes) as required by third party payors.
3. Skill and accuracy in taking patient vital signs, performing treatments, giving injections, monitoring intravenous therapy, and administering medications.
4. Skill in analyzing patient assessment data, to recognize abnormal information, and to communicate findings to physicians in a timely way.
5. Ability to communicate verbally, electronically and in writing with patients, family members, clinic staff, university staff, consulting clinics and physician staff, and with the public.
6. Ability to utilize a computerized documentation system to collect, record, analyze, and distribute patient data.
7. Ability to maintain a helpful and empathetic attitude towards patients.
8. Ability to manage patient flow in the daily work schedule of the physician.

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9. Ability to utilize skills, techniques, and procedures to prevent cross contamination and transmission of infection, including universal precautions.
10. Ability to work with biological hazards, chemical hazards, and radioactive materials. Knowledge of safe handling and disposal of those products.
11. Ability to push, lift, and move objects up to 50 pounds and to stand on feet for prolonged periods of time.
12. Ability to lift and position persons with severe disabilities, using two-person lifts over 50 pounds.
13. Ability to maintain patient confidentiality and privacy.
14. Ability to follow directions as delegated by physicians or registered nurses.
15. Ability to train, assign and check work of others.
16. Ability to manage supply inventory.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

1. Licensed as a Licensed Practical Nurse (LPN) with the Iowa Board of Nursing, or eligible for temporary work permit. Responsible to take the required continuing education hours to maintain a valid LPN certification.
2. Basic Cardiac Life Support provider.

**Revision Effective: September 19, 2002**