

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Class Code:
002308
Grade: 18
FLSA: Non-Exempt**

LICENSED PRACTICAL NURSE

DEFINITION OF SERIES:

This is practical nursing work performed under the direction of a physician, registered nurse, or other licensed healthcare professional. Employees in this class provide practical nursing care to patients in various settings, including homes, clinics, correctional facilities, schools, or other community setting.

Under the direction of a physician, registered nurse, or other licensed healthcare professional, an employee in this class performs a variety of practical nursing tasks such as preparing and administering prescribed medications authorized by a licensed physician, dentist, or nurse practitioner; assisting a physician, registered nurse, nurse practitioner, or other licensed healthcare professionals during medical visits by recording vital signs, temperature, pulse, weight, and height; and providing for continuity of nursing care appropriate for common, recurring health problem(s) for patients. The specific duties and responsibilities may vary depending on procedures determined by the work setting.

DISTINGUISHING CHARACTERISTICS:

This class is responsible for providing basic nursing care, such as administering medication, monitoring vital signs, and providing personal care to patients. Incumbents in this class work under the direction of registered nurses, physicians, or other licensed healthcare professionals to provide coordinated care to patients. They are responsible for documenting patient care, communicating with other members of the healthcare team, and reporting changes in patient status to a registered nurse, nurse practitioner, or physician. The work environments, patient populations, specific responsibilities, and procedures may differ based on the assigned setting.

MAJOR DUTIES:

An incumbent in this class is responsible for administering prescribed medications; assisting during medical visits by recording vital signs used to assess a person's basic bodily functions such as body temperature, heart rate, blood pressure, respiratory rate, or other vital signs used to monitor or assess a patient's condition; updating patient records, collecting patient data including height and weight; performing basic assessments; coordinating care with other healthcare professionals to develop and implement patient care plans; monitoring any adverse reactions to prescribed medications or care reporting changes in patient condition to a licensed medical professional; educating patients on prescribed medication or care plans; reviewing patient records, notifying a registered nurse or other licensed healthcare professional of patient information used to determine or administer care.

EXAMPLES OF DUTIES: (Illustrative Only)

- Prepares and administers prescribed medications, injections, or vaccinations when authorized by a licensed physician, dentist, or nurse practitioner; accurately documents when given and refused; reports refusals to the registered nurse; maintains a log of medications dispensed.

- Performs routine sick-call adhering to established policies, procedures, and protocols; takes vital signs (i.e., pulse, temperature, respirations, blood pressure); evaluates and reviews a variety of medical and mental health complaints; documents activity on the medical record and other related forms; assists physicians or registered nurses as directed.
- Provides for continuity of nursing care appropriate for common, recurring health problem(s); notifies and discusses with physicians or registered nurses any unusual problems or barriers to care; performs wound dressing changes, the collection of samples for simple diagnostic tests, administration of glucometer checks, and the drawing of venous blood and other laboratory specimens when ordered by a physician or nurse practitioner.
- Assists registered nurses in conducting medical intake screenings; documents information on intake screening forms; identifies and informs registered nurses or physicians of unusual health or behavior information/observations.
- Administers medications, injections, or vaccines as authorized by licensed medical professionals. Records details accurately and reports totals to the registered nurse. Keeps a log of dispensed medications.
- Provides guidance and teaching directed toward health promotion and maintenance, disease prevention, and alleviation of specific health problems, as directed by a registered nurse or physician.
- Educates patients on care for daily living and basic self-care tasks such as bathing, grooming, dressing, toileting, and eating, as well as other activities that a patient may need assistance with due to a medical condition or disability, such as mobility or exercise.
- May schedule special testing and referral for patients as ordered by physicians, psychiatrists, dentists, or nurse practitioners, and explain specific instructions for said testing when directed to do so by registered nurses or physicians.
- Performs patient medical treatment ordered by a physician, such as catheterizations, irrigations, functioning, tracheotomy, ostomy care, and administers nebulized medications and oxygen.
- Completes and maintains accurate and thorough medical documentation, including medical charts, medication records, and other related entries.
- Responds to patient emergency situations; provides emergency crisis intervention including such life-saving procedures as CPR.
- Performs instrument, sharps, and narcotic counts according to established policies, procedures, and protocols.
- Cleans, organizes, and stocks examination rooms and sterilizing equipment and supplies using germicides, sterilizers, and autoclaves.
- Plants and reads PPD's (Tuberculosis tests).
- Transcribes physician or nurse practitioner's orders.
- Performs other duties as assigned.

SUPERVISORY CONTROLS:

The licensed practical nurse conducts practical nursing duties under the guidance of a registered nurse or other licensed healthcare professional. Standard, routine assignments are performed independently, reporting results and information to a registered nurse or other licensed healthcare professional; The supervisor, a Nurse Manager, reviews results through records, reports, conferences, and observation to ensure compliance with established licensed practical nursing standards and departmental policies, procedures, and goals. The supervisor provides additional instruction for new and unusual assignments.

SUPERVISION EXERCISED:

Employees in this classification do not supervise other positions.

GUIDELINES:

Guidelines include practical nursing standards of practices, state and federal regulations, nondiscrimination regulations, the patient's bill of rights, measures to assure confidentiality of patient's records and communications regarding patients, and standard policies and procedures governing the provision of practical nursing services in the home, clinic, correctional facility, school, or community setting, to include safety and security requirements/procedures and standard operating policies and procedures of the medical unit or facility.

COMPLEXITY:

Under the guidance of a registered nurse, physician, or other licensed health care professional the licensed practical nurse records patient information, performs various medical tests, interprets results, and notifies other members of the health care team of vital patient information. Employees within this class may be required to explain pertinent information to patients regarding prescribed medication from a licensed healthcare professional, or information regarding continuity of medical care. The work is also made complex by the variety of specific and well-defined tasks associated with patient care that are performed, the variety of medical and mental health conditions encountered; the client population in a correctional facility for example, consists of inmates who may be non-compliant, mentally impaired, manipulative, hostile and potentially abusive; and the need to be cognizant of security requirements while meeting the medical needs of the clients.

SCOPE AND EFFECT:

The work has a direct impact on the health and well-being of patients and government services to the community.

CONTACTS:

Contacts are with medical staff, patients, families, and caregivers; other healthcare professionals; and community resources for the purpose of coordinating the practical nursing aspects of patient care.

PUBLIC SERVICE /ASSISTANCE:

The public service and assistance of a Licensed Practical Nurse is provided through initial questioning of a general nature to determine status/needs and referral to other medical personnel, as appropriate.

HAZARDS:

Work involves occasional exposure to infection and contagious disease. Employees in this class are also required to handle blood, and/or other bodily fluids for the purpose of conducting medical laboratory testing. In a corrections facility, employees in this class may occasionally encounter situations involving aggressive or unpredictable behavior from patients.

MINIMUM QUALIFICATIONS:

Education: Completion of an accredited program for Licensed Practical Nurses, as determined by the Maryland Board of Nursing.

Experience: Two (2) years of post licensure licensed practical nursing experience.

Substitution/Equivalency: An equivalent combination of education and experience may be substituted.

Licenses, Registrations, Certifications, or Special Requirements:

Possession of a current license to practice as a Licensed Practical Nurse in the State of Maryland issued by the Maryland Board of Nursing.

Note: There will be no substitutions for this section.

Knowledge, Skills, and Abilities:

Basic Knowledge of:

- Knowledge of current practical nursing scope of practice, theories, principles, and their application.
- Knowledge of the symptoms of common physical or mental illnesses or developmental disabilities.
- Knowledge of medical protocols and nursing principles and practices.
- Knowledge of community resources and referral procedures.
- Knowledge of medical terminology and nursing process.
- Knowledge of drug dosages and their effects.
- Knowledge of and certification in CPR.

Skill In:

- Skill in performing technical nursing procedures, e.g., dressing changes, catheterizations, tracheostomy care, suctioning, and tube feedings.
- Skill in observing patients for signs of common medical and psychological problems.
- Skill and observing patients for medical needs.
- Skill in performing a variety of diagnostic testing such as EKG's, glucometer checks, venipunctures, and occult blood testing.
- Skill in operating medical and nursing equipment, taking vital signs, giving injections and immunizations.
- Skill in documenting nursing interventions.
- Skill in applying nursing treatments.
- Skill in administering medications.

Ability to:

- Ability to establish and maintain cooperative effective working relationships with coworkers, physicians, registered nurses, and other health care professionals.
- Ability to attend meetings or perform other assignments at locations outside of the office as necessary.
- Ability to carry out emergency procedures for the protection and safety of patients, staff, and the public.
- Ability to collect health data and document findings accurately and thoroughly.
- Ability to work as an effective member of a team of health care providers.
- Ability to communicate effectively both orally and in writing.

- Ability to lift and position patients.
- Ability to maintain confidentiality.

Work Environment:

The work is normally performed in an office, clinic, correctional facility, school, or other community setting.

Physical Demands:

Performance of this work involves occasional long periods standing or walking, and employees in this class occasionally lift and carry or move objects weighing up to fifty pounds; but obtain assistance when lifting or moving more than fifty pounds or applying equivalent forces. An employee in this class may be assigned to shifts to provide round the clock coverage.

PROBATIONARY PERIOD:

Individuals appointed or promoted to a position in this class will be required to serve a probationary period of twelve (12) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

BARGAINING STATUS: Positions assigned to this class are normally in the Office, Professional, and Technical (OPT) bargaining unit.

MEDICAL PROTOCOL: Core I Exam with a Drug/Alcohol Screen.

PROMOTION POTENTIAL: NA

CLASS SPECIFICATION HISTORY:

Class Established: August, 2004

Revised: August, 2013

October, 2014

(Probationary Period) February 2020

Revised: Medical Protocol per OMS Review: April, 2022

Revised: Expanded Scope to Community Health Settings: May 2023

Revised: Combined DOCR & HHS LPN Duties into Single Class Specification: July 2023