

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Licensed Practical Nurse

CLASS CODE: 5181

GENERAL DESCRIPTION OF DUTIES:

Incumbents provide para-professional nursing care to patients.

DISTINGUISHING CHARACTERISTICS:

This is an entry-level health service classification in the Nursing Series – Adjunct Group job family within the City of St. Louis. Incumbents perform a variety of routine duties. The distinguishing characteristics of this classification within the series include responsibility for providing practical nursing care for an assigned city public health program or within city correctional facility.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is an individual contributor class, meaning the incumbent is responsible for his/her own work including output, quality and timeliness. Incumbents may, however, explain work processes and train others, such as new employees, in the same or similar job title. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Provides skilled, para-professional nursing care to patients in clinic settings, such as in a city correctional institution or a public health program, and may conduct home visitations.

Administers/issues medications, gives immunizations/vaccinations, obtains lab specimens for tests, administers TB skin tests, treats injuries, changes dressings and performs other practical nursing duties according to physician's orders.

Documents all activities.

Notifies physicians and supervisory nursing staff of changes in patients.

Instructs non-professional caregivers on nursing techniques and procedures.

Instructs patients on prevention and self-care techniques.

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May collect basic epidemiological statistics from patients or area hospitals related to a specific public health program, such as in pre-natal Hepatitis B investigations. Enters data into a database for the use of professional nursing staff in calculating and assessing disease trends.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Human Interaction:

Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations. Requires the ability to provide paraprofessional level medical care.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as nebulizer, syringes, blood pressure cuff, motor vehicle, fax machine and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as patient records/charts, Physicians' Desk Reference, medical dictionary, lab reports, communicable disease control manual, directories, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate fractions, decimals and percentage.

Functional Reasoning:

Requires the ability to carry out instructions furnished in written, oral or diagram form. Involves semi-routine standardized work, with some latitude for independent judgment regarding choices of action.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as toxic/poisonous agents, potential violence, disease, or pathogenic substances.

Physical Requirements:

Requires the lift, push and pull medications and medical supplies weighing up to ten pounds and move individuals with assistance.

Requires the ability to stoop, kneel, bend and twist to administer medications and perform other nursing duties.

Sensory Requirements:

Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes and odors to assess patient's condition and sound to communicate with others and assess patient's condition.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.