

## **CLASS TITLE: LICENSED PRACTICAL NURSE**

**PURPOSE OF THE CLASSIFICATION:** Under direction of a registered nurse and the order of a physician provides patient care utilizing nursing services, handles electronic medical record responsibilities during patient encounters and related clerical duties including data gathering and analysis for quality management, infection control, patient safety data, research, communication, maintains computerized office and medical records and reports; and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Documents all clinical information for patient encounters, including assessment, orders, medical/surgical history and other pertinent information entered into the electronic medical record within 24 hours
- Assists physician in providing medical treatment as ordered
- Contributes to patient assessment/re-assessment
- Assists with urine drug screens and breath alcohol tests in accordance with the City's Drug and Alcohol Testing Program
- Assists with OSHA recordable compliance documentation
- Performs various health tests, immunizations and advises patients
- Performs diagnostic tests to include vision, EKG, urinalysis and vital signs
- Manages data related to quality reports
- Maintains files, computerized medical system records and reports
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

**Training and Experience:** Graduation from high school and an approved practical nursing program with, at least, one (1) year experience as a Licensed Practical Nurse (LPN).

**Knowledge, Abilities and Skills:** Comprehensive knowledge of the principles, practices, and techniques of professional nursing; considerable knowledge of the principles of public health; considerable knowledge of the state laws governing the medical field; and considerable knowledge of medical equipment and computer systems, supplies, and terms common to the field. Ability to assist a physician in a wide variety of patient care activities; ability to coordinate large-scale preventive health programs; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization, and the public in giving and receiving information. Applicant must demonstrate skill in performing data entry key boarding with accuracy and speed.

**Physical Requirements:** Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; color vision to interpret test results; occasional lifting and carrying up to 50 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, handling, feeling and smelling; and vision, speech, and hearing sufficient to perform the essential tasks.

**Licenses and Certificates:** Possession of a State of Oklahoma Practical Nurse License and will require the incumbent to have or obtain certification within 6 months of hire date in CPR, urine drug screen collection, and breath alcohol testing.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in a medical office setting; and may be subject to occasional overtime to perform drug testing and acting as supervisor during Occupational Health Manager's absence.

**Class Code: 2517**

**EEO Code: N-02**

**Pay Code: AT-28**

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**Group: Cultural, Legal, and Science**  
**Series: Medical**

**Effective: February 09, 2015**