



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Licensed Practical Nurse**
Jurisdictional Class: Non-Competitive
Civil Division: County
Adoption: CSM 7/27/83
Revised: CSM 5/13/86; 6/13/90; 03/17/04; 08/10/05; 11/12/08; 12/11/13

DISTINGUISHING FEATURES OF THE CLASS:

The work involves the routine care of patients in accordance with a detailed and well-defined patient care plan under direction of a Registered Professional Nurse or administrative supervisor. Assignments concerning patient care are given specifically with limited leeway allowed for exercise of independent judgment. Supervision may be exercised over the work of Nursing Assistants or Home Health Aides. Does related work as required.

TYPICAL WORK ACTIVITIES: All Departments: (Illustrative Only)

Provides supportive activities for Registered Professional Nurses where the title exists;
May complete prior authorizations for medications as ordered by department prescribers;
Assists in the implementation of the nursing care plan;
Observes, records and reports progress or changes in a patient's condition to RPN or other supervisor;
Administers shots and may prepare pill boxes for patients as ordered by medical staff;
May provides uncomplicated therapeutic treatments such as but not limited to giving enemas, preparing and applying simple dressings, ostomy care, foley catheter insertion, irrigation and replacement, and administering certain medications in accordance with establishing policy;
Takes the temperature, notes the rate of pulse and respirations, and observes and records other signs and symptoms as directed;
Collects specimens and assists in carrying out diagnostic procedures under supervision;
Assists patients in performing ambulation exercises and maintaining proper joint motion;
Cares for equipment used in care of patients as directed;
Makes beds and performs other tasks designed to provide a suitable environment for patients;
Bathes patients and gives personal hygienic care;
Prepares a variety of records and reports related to the work;
Maintains essential nursing care records and reports in accordance with agency policies;
May assist in the admission and/or discharge of patients;
Performs related tasks as needed, or as assigned by supervisor.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

Working knowledge of nursing techniques and their relation to medical and surgical practices;
Working knowledge of nursing theory and practice as it relates to psychiatric nursing;
Working knowledge of federal, state and local laws, rules and regulations as they relate to this position;
Working knowledge of hospital sanitation and hygiene;
Ability to carry out therapeutic treatments prescribed;
Ability to understand and carry out exactly detailed oral and written instructions;
Ability to keep records and make reports;
Ability to get along well with patients and others;
Cheerfulness;
Good moral character;
Patience;
Emotional stability;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Possession of either a license or limited permit to practice as a Licensed Practical Nurse issued by the New York State Education Department.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Possession of the New York State Licensed Practical Nurse License at the time of appointment.

SPECIAL REQUIREMENT for Public Health Department:

Certain assignments made to employees in this class will require reasonable access to transportation to meet field-work requirements made in the ordinary course of business in a timely and efficient manner. Operation of county-owned vehicles requires employees to possess a current valid New York State Motor Vehicle operator's license.