



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|---|--------------|--------------|---------------|
| LICENSED PRACTICAL NURSE III | 33* | C | 10.364 |
| LICENSED PRACTICAL NURSE II | 31* | C | 10.360 |
| LICENSED PRACTICAL NURSE I | 29* | C | 10.365 |
| LICENSED PRACTICAL NURSE TRAINEE | 27* | C | 10.363 |

SERIES CONCEPT

Under direction of a Registered Nurse, Mid-Level Practitioner, or physician, Licensed Practical Nurses (LPN) provide general or psychiatric practical nursing care in accordance with the authorized scope of practice specified in the Nurse Practice Act.

Contribute to the assessment of patient health status by collecting, reporting and recording objective and subjective data; observe condition or change in condition; note signs and symptoms of deviation from normal health; participate in developing written care plans.

Assist in carrying out therapeutic procedures which provide for the emotional and physical comfort of patients; maintain safety, health and well-being of individuals in the therapeutic environment and as allowed in the practice setting; assist in physically restraining patients who are a threat to themselves or others and may be hostile and combative; follow facility procedures regarding techniques and duration of confinement; notify appropriate personnel of action taken and document as required.

Administer medications as prescribed by a physician or designee, ensuring correct time, dosage and appropriate route of administration; count controlled medications to ensure security; monitor patient for medication side effects and/or allergic reaction; observe patient to determine if medication is effective for prescribed treatment and document; if necessary, notify appropriate personnel of action taken.

Document nurse progress notes in medical charts including patient health status, changes in condition and medication administered; review charts for changes in orders and transcribe; prepare written reports, records and summaries; assist with quality improvement activities such as auditing charts and compiling statistics; ensure applicable regulatory standards are met including documentation of the care delivery process.

Provide emergency medical treatment such as cardiopulmonary resuscitation (CPR) and first aid required to stabilize the patient's condition and prevent more serious complications pursuant to established policy; complete accident and incident reports as required.

Prepare and maintain medical treatment rooms, ensuring supplies are available and ready for use; order and stock medical and related supplies as needed.

Provide prescribed education to patients and their families related to good health habits and answer questions regarding prescribed treatment; provide health related education and training to staff as assigned.

Assist patients with activities of daily living and encourage them to perform activities without help as appropriate; supervise and/or participate in therapeutic interventions; serve as a positive role model at all times.

May delegate to auxiliary personnel direct care duties consistent with their licensure, certification and competency and as allowed in the practice setting.

*** Reflects a 2-grade, special salary adjustment granted by the 2007 Legislature to improve recruitment and retention.**

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SERIES CONCEPT (cont'd)

May schedule and transport patients to outside doctor or dental appointments as allowed in the practice setting; coordinate and/or participate in clinics as allowed in the practice setting; receive prior approval for billing purposes as needed; conduct screening tests; give immunization injections; create and maintain associated records.

Perform related duties as assigned.

CLASS CONCEPTS

Licensed Practical Nurse III: Under limited direction, incumbents serve as a first-line supervisor, providing administrative direction, development and evaluation of subordinate licensed practical nurses, direct care staff and others as assigned, within the scope of the Nurse Practice Act on an assigned shift. Additionally, incumbents perform all of the duties in the series concept and the Licensed Practical Nurse II class concepts, providing nursing care to inmates in a correctional setting or to individuals with mental illness and/or developmental disabilities.

Licensed Practical Nurse II: Under general supervision, incumbents perform the full range of duties outlined in the series concept, providing nursing care to inmates in a correctional setting to individuals with mental illness and/or developmental disabilities, or patients in a 24-hour inpatient skilled nursing facility (e.g., convalescent or nursing home). Incumbents maintain the safety, health, and well being of patients in the practice setting using the least restrictive interventions appropriate for patients who may be hostile and combative. This is the journey level in the series.

Licensed Practical Nurse I: Under immediate supervision, incumbents either: 1) provide nursing services in a clinical, rehabilitation, research, student health or similar non-restrictive outpatient setting. Licensed Practical Nurse I positions assigned to a non-restrictive work setting are permanently assigned to this level and may not progress to Licensed Practical Nurse II; or 2) provide nursing care to inmates in a correctional setting to individuals with mental illness/developmental disabilities, or to patients in an inpatient skilled nursing facility. Incumbents may progress to Licensed Practical Nurse II upon meeting minimum qualifications successfully and with the recommendation of the appointing authority.

Licensed Practical Nurse Trainee: Under close supervision, incumbents gain experience in performing the duties outlined in the series concept. This is the entry level in the series, and progression to the next level may occur upon meeting minimum qualifications and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENTS:

- * Some positions require a valid driver's license at the time of appointment and as a condition of continuing employment.
- * Some positions require CPR certification at time of appointment and as a condition of continuing employment.
- * Some positions require intravenous (IV) certification at the time of appointment and as a condition of continuing employment.
- * Some positions require a phlebotomy certification at the time of appointment and as a condition of continuing employment.

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MINIMUM QUALIFICATIONS (cont'd)

SPECIAL REQUIREMENTS (cont'd)

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in this position must submit to a pre-employment screening for controlled drugs.

INFORMATIONAL NOTE:

- * Probationary employees working in a correctional setting must successfully complete 40 hours of "pre-service" training provided by the Department of Corrections.

LICENSED PRACTICAL NURSE III

EDUCATION AND EXPERIENCE: Current license to practice as a Licensed Practical Nurse in the State of Nevada and three years of experience as a Licensed Practical Nurse, two years of which were providing nursing care to inmates in a correctional setting or to individuals with mental illness and/or developmental disabilities. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: documentation process. **Working knowledge of:** organization and communication techniques. **General knowledge of:** staff education and training techniques. **Ability to:** apply compliance and regulatory standards to nursing care; effectively delegate work to subordinate staff; respond to and resolve patient care issues; participate in internal investigations; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: staffing requirements for an assigned work area on a shift; staff education and training techniques; principles and practices of supervision; application of work performance standards for subordinate staff. **General knowledge of:** cost impact of staffing levels, overtime, equipment and supplies. **Ability to:** deal effectively with personnel and staffing issues; plan and organize work of subordinate staff.

LICENSED PRACTICAL NURSE II

EDUCATION AND EXPERIENCE: Current license to practice as a Licensed Practical Nurse in the State of Nevada and two years of experience as a Licensed Practical Nurse, one year of which was providing nursing care to inmates in a correctional setting, individuals with mental illness and/or developmental disabilities, or patients in a hospital or skilled nursing facility (e.g., convalescent or nursing home). *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: the theory and practice of practical nursing as applied to patients in a mental health, developmental disabilities, correctional setting, or skilled nursing facility; nursing principles and therapeutic interventions utilized in nursing care of individuals with chronic or acute conditions or mental illness and/or developmental disabilities; commonly prescribed medications used to treat chronic and/or acute conditions; quality assurance compliance activities including applicable regulatory standards; routine laboratory tests and diagnostic procedures; operation and use of standard medical equipment. **Ability to:** recognize and respond appropriately to hostile and combative behavior; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: agency regulations, policies and procedures related to patient care.

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MINIMUM QUALIFICATIONS (cont'd)

LICENSED PRACTICAL NURSE I

EDUCATION AND EXPERIENCE: Current license to practice as a Licensed Practical Nurse in the State of Nevada and one year of experience as a Licensed Practical Nurse. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: universal precautions and infection control techniques and procedures; medical terminology sufficient to understand doctor's orders; methods and techniques used in the personal care of patients. **General knowledge of:** theory and practices of practical nursing and common nursing techniques; commonly prescribed medications and possible side effects; operation and use of standard medical equipment; documentation process; quality assurance compliance activities including applicable regulatory standards. **Ability to:** collect data from patients regarding health history, symptoms and/or complaints; follow detailed oral and written instructions; prepare and maintain accurate medical records; establish and maintain cooperative working relationships with supervisors, staff and patients; provide basic patient care such as bathing, feeding and administering medication; use standard medical equipment appropriately.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: theory and practices of practical nursing and common nursing techniques; methods and techniques used in the personal care of patients; operation and use of standard medical equipment; documentation process; commonly prescribed medications and possible side effects; quality assurance compliance activities including applicable regulatory standards. **Ability to:** provide health education to patients; provide emergency medical treatment as required; recognize and report changes in condition; identify and report possible medication side effects and interactions; delegate appropriate assignments to subordinate staff.

LICENSED PRACTICAL NURSE TRAINEE

EDUCATION AND EXPERIENCE: Current license to practice as a Licensed Practical Nurse in the State of Nevada. *(See Special Requirements and Informational Note)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: theory and practices of practical nursing; distribution of prescribed medicines and drug interactions. **General knowledge of:** medical terminology sufficient to understand doctors' orders; methods and techniques used in the personal care of patients. **Skilled in:** organizational skills; providing care within the scope of the Nevada Nurse Practice Act; maintaining compliance with all federal and State regulations. **Ability to:** communicate information and ideas in speaking so others will understand; observe, receive, and obtain information from all relevant sources.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: techniques used to diagnose and treat human diseases and illnesses; documenting observations and care provided. **Ability to:** monitor and review patient health and behavior to detect or assess problems; keep up-to-date technically and apply new knowledge to your job; analyze information and evaluate results to choose the best solution and solve problems.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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| ESTABLISHED: | 7/1/99P | 4/26/74 | 9/1/63 | 2/9/04UC |

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| REVISED: | 10/2/98PC | | 4/26/74 | |
| REVISED: | | 3/1/85 | 3/1/85 | |
| REVISED: | | 7/1/99P | 7/1/99P | |
| | | 10/2/98PC | 10/2/98PC | |
| REVISED: | 5/25/01UC | 5/25/01UC | 5/25/01UC | |
| REVISED: | 7/1/03LG | 7/1/03LG | 7/1/03LG | |
| REVISED: | 2/9/04UC | 2/9/04UC | 2/9/04UC | |
| REVISED: | 7/1/07LG | 7/1/07LG | 7/1/07LG | 7/1/07LG |