



Licensed Practical Nurse II
Salary Grade - 5
FLSA Non – Exempt

Licensed Practical Nurse II

Nature of Work

This is very responsible nursing and attendant care work providing onsite care to individuals receiving care at the Sevier County Health Department. Activities associated with the job include providing medical care and conducting medical procedures which require advanced training in the medical field. Additional activities include administering and monitoring the effects of medications, attending to patients who have chronic health conditions and ensuring the proper use and application of medications. The incumbent is also responsible for maintaining medical records of patients including notes regarding medical conditions, medicines administered while etc. and supervising the activities of a Nursing Assistants who assist with various medical and administrative duties. Job related duties require advanced medical training, strong organizational, interpersonal and decision-making skills, ability to react promptly and appropriately to emergency medical situations and licensure in the State of Tennessee as a practical nurse. Job performance is evaluated by the Health Department Director and State of Tennessee Licensure Inspector through review of the medical care provided for clients, effectiveness of nursing assessments and interventions, documentation of patient care, compliance with facility medical protocols and the ability to attend to patients' needs in a thoughtful and considerate manner.

Illustrative Examples of Work

- Provides direct care to individuals receiving care in the Sevier County Health Department.
- Administers medications as prescribed by physicians and ensures that Medication Administration Records are maintained in an organized manner.
- Attends training events as assigned and/or required to maintain a valid Nursing License and follows through with applying learned techniques in the work setting.
- Takes off physicians' orders regarding patient health care and coordinates and schedules medical procedures with outside providers.
- Obtains medical records for review by physicians and maintains accurate documentation and organization of medical charts.
- Oversees the biohazard program and ensures that proper medical protocols and universal precautions are followed when dealing with biohazards.
- Develops medical protocols for physicians' approval and makes recommendations for revisions when necessary.
- Performs nursing assessments, provides skilled nursing care and determines appropriate interventions depending upon the medical conditions of patients.

- Assists with organizing and dispensing prescription medications after verifying the use of medications reported by patients.
- Places prescription drug orders with the pharmacy to ensure an adequate supply of all prescription medications required by patients.
- Prepares for the bi-weekly physician's call and assists with treatment and medical procedures.
- Assists with ordering medical supplies and equipment and required clerical supplies as necessary.
- Maintains records of all assigned medical, programmatic and financial activities including nursing notes, daily logs, expense summaries, progress notes and monthly reports.
- Provides medical information regarding patients to physicians, correctional facility staff and family members upon request after ensuring that all required releases have been obtained.
- Contacts supervisor(s) immediately in the event of emergency situations and/or medical conditions that may place patients in danger.
- Supervises and directs the activities of other medical staff working in Health Department.
- Assumes responsibility for the well-being of patients and participates in health-related activities when appropriate.
- Conducts routine medical procedures including blood pressure readings, pulse and temperature readings, etc.
- Follows up on attending physicians' orders and orders evaluations, treatment, diagnostic testing and transports as necessary.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited four year college or university and certification as a Licensed Practical Nurse in the State of Tennessee; considerable experience working with medically fragile individuals preferably in a correctional facility setting; strong organizational, interpersonal and decision making skills; experience supervising and directing the activities of medical support staff; ability to interact in a professional and compassionate manner with patients and co-workers; or any equivalent combination of education and experience to provide the following knowledge, abilities and skills:

- Considerable knowledge of medications, medical techniques, medical applications and appliances utilized to assist individuals with chronic medical conditions.
- Considerable knowledge of acceptable medical protocols and interventions utilized for a variety of chronic and/or severe health conditions.
- Considerable knowledge of the administration, reporting requirements and documentation pertaining to the use of prescription medications.
- Considerable knowledge of medical techniques and practices utilized in routine medical examinations including blood pressure readings, pulse rate, temperature readings, etc.
- Considerable knowledge of advanced first aide techniques including CPR.

- Considerable knowledge of sanitation techniques, hygiene and nutritional needs of individuals with special medical needs and/or conditions.
- Considerable knowledge of the commonly prescribed medications utilized to treat hypertension, diabetes, hepatitis, etc. including potential side effects, appropriate dosages and interactions with other drugs.
- Considerable knowledge of reporting protocols and dissemination of confidential medical information including HIPAA guidelines.
- Considerable knowledge of federal and state rules and regulations pertaining to the provision of medical services for clients utilizing the County Health Department.
- Considerable knowledge of acceptable biohazard protocols and programs including the use of universal precautions.
- Knowledge of effective supervisory techniques and practices including the evaluation and motivation of staff.
- Ability to develop and implement effective medical protocols and interventions depending upon the needs and medical conditions of patients.
- Ability to perform routine medical examinations, administer medications and properly utilize medical appliances including catheters, blood pressure cuffs, etc.
- Ability to maintain detailed notes and documentation related to the medical care, application of medications and medical care of clients.
- Ability to respond to medical emergencies in a prompt and professional manner.
- Ability to make sound and timely decisions regarding the care and comfort of individuals experiencing physical distress and/or severe or chronic health conditions.
- Ability to interact effectively with patients, family members, co-workers, physicians and other medical providers.
- Ability to maintain an adequate supply of prescription drugs and medical and clerical supplies as necessary to deliver effective medical care.
- Ability to effectively plan, organize and manage the daily activities of the medical department.
- Ability to respond to patients' needs in a caring and compassionate manner.
- Ability to effectively supervise and direct the activities of assigned medical staff.
- Skill in the insertion and removal of catheters, intravenous needles and other intrusive medical devices.

Necessary Special Requirements

- Possession of a valid Tennessee Drivers License and the ability to be insured at standard vehicle liability rates.
- Current certification in CPR and First Aid.
- Completion of training hours required annually to maintain certification as a Licensed Practical Nurse in the State of Tennessee.
- Bi-lingual preferred.

Physical Requirements

- This is light to medium requiring moderate static, explosive, dynamic and trunk strength and requiring the exertion of up to 50 pounds of force occasionally

- and up to 10 pounds of force frequently to move objects
- Work requires considerable flexibility, mobility and speed of limb movement
- Work requires moderate effort and stamina
- Work requires both gross body equilibrium and coordination for balancing, bending, stooping, kneeling and walking
- Work requires considerable arm/ hand steadiness and manual and finger
- dexterity
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word
- Hearing is required to perceive information in both quiet and noisy environments and determine the direction of sounds
- Visual acuity is required for the inspection of small defects and/or small parts, use of measuring devices, operation of office equipment, determining the accuracy and thoroughness of work, color differentiation, and observing general surroundings and activities
- The worker is subject to inside environmental conditions, bodily fluids and slippery surfaces.

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