



Office of Human Resources
Licensed Practical Nurse - CO2662
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General Statement of Duties

Provides practical nursing care to patients/clients. May be assigned lead functions.

Distinguishing Characteristics

This classification is located at Denver Health Medical Center and is being maintained for promotional purposes.

Level of Supervision Exercised

May perform lead-work on a job by job or rotating basis.

Essential Duties

Provides for safe delivery of routine patient care such as taking vital signs, neurological status, circulation, mobility and sensation checks and mental status.

Assists in the development and administration of patient care plans, performing continual assessment of plan and recommending proper changes to the plan.

Performs basic nursing procedures including thermal applications, sterilization, nonsterile procedures, application of dressings, and screening tests.

May administer medications and treatments which include preparing, starting, hanging and monitoring intravenous equipment.

Transcribes physician's orders and documents in patient's record.

Teaches patient/family personal care techniques which may include personal hygiene care, diabetes care, and to care for other health conditions that may require specialized procedures to ensure personal health.

Assists physicians with examinations, procedures and other processes related to direct patient care. Maintains a safe, comfortable and therapeutic environment for patients/families in accordance with agency standards.

Maintains established departmental policies and procedures, quality improvement, safety, environmental and infection control standards.

Cooperates with other personnel to achieve departmental and interdepartmental objectives and maintain good employee relations.

Enhances professional growth and development through participation in educational programs, receiving current literature, and attending in-service meetings and workshops.

May be required to check patients in and out of clinics, maintain flow, monitor laboratory values, perform triage and make patient appointments, administer screening tests such as vision and hearing testing, and assume the role of patient advocacy.

May be required to scrub and assist in surgical procedures.

May assist in the orientation of new staff and others.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Learning – Uses efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development.

Oral Communication – Communicates or explains ideas and/or information clearly. Thoughts are well organized and recognizes potential miscommunications.

Teaching Others - Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Writing - Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

Knowledge & Skills

None

Education Requirement

Graduation from a school of Practical Nursing with an educational program approved by the Colorado State Board of Nursing.

Experience Requirement

None

Education & Experience Equivalency

No substitution of experience for education is permitted.

Licensure & Certification

Must be a Licensed Practical Nurse by the Colorado State Board of Nursing.

Some positions may require either basic or expanded intravenous certification issued by the Colorado State Board of Nursing.

All positions require current CPR certification by the end of the probationary period.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Contact with patients under wide variety of circumstances.

Potential exposure to hazardous anesthetic agents, body fluids and wastes

Potential exposure to hazards of handling diseased organs and tissues

Potential exposure to infection from disease-bearing specimens
Potential exposure to infections and contagious disease
Potential exposure to odors in kitchen and/or patient areas
Potential exposure to patient elements
Potential exposure to risk of blood-borne diseases
Potential exposure to unpleasant elements (accidents, injuries and illness)
Handles emergency or crisis situations
Potential exposure to patient elements
Subject to long irregular hours
Subject to many interruptions
Subject to varying and unpredictable situations.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Carrying: transporting an object, usually by hand, arm, or shoulder.
Crouching: bending body downward and forward by bending legs.
Eye/hand/foot coordination: performing work through using two or more.
Feeling: Perceiving attributed of objects by means of skin receptors.
Standing: remaining on one's feet in an upright position.
Walking: moving about on foot.
Pushing: exerting force upon an object so that the object is away.
Pulling: exerting force on an object so that it is moving to the person.
Stooping: bending the body by bending spine at the waist.
Kneeling: bending legs to come to rest on one or both knees.
Reaching: extending the hand(s) and arm(s) in any direction.
Handling: seizing, holding, grasping, or otherwise working with hands.
Fingering: picking, pinching, or otherwise working with fingers.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: Making frequent movements with a part of the body.
Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.

Background Check Requirement

Criminal Check
Education Check
Licensure/Certification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: O-611

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: