



LANE COUNTY  
B021  
Updated 09/01/11  
Updated 05/30/17

## LICENSED PRACTICAL NURSE

**CLASS SUMMARY:** To provide selected patient care and services of a program, service or clinic; and to perform related duties as assigned.

**SUPERVISION RECEIVED:** Receives general supervision from assigned supervisory and management personnel. May exercise functional and technical supervision over para-professionals and volunteers.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

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| 1.  | Carries out nursing services as a team member in clinic or field settings.  |
| 2.  | Conducts initial interviews of clients and patients to assess treatment status and or program eligibility.                                      |
| 3.  | Treats patients and conducts tests in accordance with the Oregon State Nurse Practice Act.  |
| 4.  | Assists nurses, nurse practitioners and physicians during exams and in clinical settings.   |
| 5.  | Records, maintains and updates charts, records and other data associated with patient care.   |
| 6.  | Provides information and counseling to clients on infections, disease control, contraceptives, pregnancy and choices available per NP/MD order. |
| 7.  | Draws blood for serum pregnancy, chemical screening and other tests.  |
| 8.  | Performs simple lab work and analysis of blood and serum.   |
| 9.  | Coordinates lab work with outside laboratories and delivers and picks up specimens/results.   |
| 10. | Schedules and routes clients for appointments and monitors flow of client paperwork, lab results and charts.                                    |
| 11. | Collects physical information such as height, weight, blood pressure and instructs clients on obtaining of urinalysis sample.                   |
| 12. | Orders, inventories and controls supplies.  |

LANE COUNTY  
Licensed Practical Nurse (Continued)

**Knowledge of** (position requirements at entry):

- Nursing practices and principles as applied to licensed practical nursing.
- Laws, rules and regulations governing the treatment and care of patients and the scope of responsibility of the provider.
- Clinical processes and procedures including scheduling, paperwork and assisting other professionals.
- Diseases, infections and preventative care of patients associated with the clinic.
- Services provided by the program, clinic and department.
- Community resources available for patient referral.
- Clinical processing and practices.
- Clinical supplies and medications.
- Contraception, contraceptive devices, sexually transmitted diseases and pregnancy testing

**Skills in** (position requirements at entry):

- Interview and assess physical information of clients.
- Assist others in complex exams, analysis, and tests.
- Choose appropriate follow-up to protocol.
- Perform technical nursing duties including drawing blood and running lab tests.
- Coordinate and schedule patients for efficient processing in the clinic.
- Keep accurate and detailed records and charts on clients.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Perform a variety of clerical processing tasks including typing, work processing, filing, and receptionist duties.

**Training and Experience** (positions in this class typically require):

Graduation from an approved school for Licensed Practical Nursing.

**Licensing Requirements** (positions in this class may require):

- Possession of a State of Oregon license as a Practical Nurse at time of appointment.
- Possession of a valid driver's license at time of application and a valid Oregon Driver's license by the time of appointment if required to drive.
- A current CPR/BLS.

**NOTE:** These positions are represented by AFSCME Local 2831 (Nurses).

**Classification History:**

FLSA Status: Non-Exempt