



Career Service Authority  
Licensed Practical Nurse

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**GENERAL STATEMENT OF CLASS 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.

***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

***Level of Supervision Received and Quality Review:***

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

***Interpersonal Communications and Purpose:***

Contacts with the public or employees where factual information relative to the organization or its functions are received, relayed, or a service rendered according to established procedures or instructions.

***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.

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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.  
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## MINIMUM QUALIFICATIONS

***Competencies, Knowledge, & Skills:***

**Integrity/Honesty** - Displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, chooses an ethical course of action, and is trustworthy.

**Conscientiousness** - Displays a high level of effort and commitment towards performing work and demonstrates responsible behavior.

**Interpersonal Skills** – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

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

**Problem Solving** – Identifies problems, determines accuracy and relevance information, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

**Reading** - Learns from written material by determining the main idea or essential message and recognizes correct English grammar, punctuation, and spelling.

**Listening** - Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

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

**Flexibility** - Adapts quickly to changes.

**Speaking** - Uses correct English grammar to organize and communicate ideas in words that are appropriate to listeners and situations and uses appropriate body language.

**Memory** - Recalls information that has been presented previously.

**Diversity** – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

**Customer Service** – Works and communicates with clients and customers to satisfy their expectations and committed to quality services.

**Self Management** - Sets well-defined and realistic personal goals, monitors progress and is motivated to achieve, manages own time, and deals with stress effectively.

**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 an object more than 50 pounds.

***Working Environment:***

Contact with patients under wide variety of circumstances.  
Exposed to hazardous anesthetic agents, body fluids and wastes  
Exposed to hazards of handling diseased organs and tissues  
Exposed to infection from disease-bearing specimens  
Exposed to infections and contagious disease  
Exposed to odors in kitchen and/or patient areas  
Exposed to patient elements  
Exposed to risk of blood-borne diseases  
Exposed to unpleasant elements (accidents, injuries and illness)  
Handles emergency or crisis situations  
May be exposed to patient elements  
Subject to long irregular hours  
Subject to many interruptions  
Subject to varying and unpredictable situations

***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:***

None

***Licensure and/or 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.

**CLASS DETAIL**

**FLSA CODE:** Non-Exempt

**ESTABLISHED DATE:** 9/16/1995

**ESTABLISHED BY:** Jean Canfield

**REVISED DATE:** 12-13-09

**REVISED BY:** Tony Gautier

**CLASS HISTORY** 12/2009-Spec placed into current format; competency and distinguishing characteristic statements added.