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OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Licensed Practical Nurse	44161C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION: Under general supervision from psychiatric nurse supervisor 2, nurse supervisor 3 or other administrative superior, administers controlled (e.g., narcotics, minor tranquilizers) & non-controlled medication (e.g., aspirin) in oral, rectal or injection form (i.e., administers intramuscular & subcutaneous injections only) upon physician or registered nurses orders, maintains medication related items (e.g., maintains medication accountability records; orders medication; maintains medication equipment & supplies), performs skilled nursing procedures or treatments (e.g., administers oxygen, collects specimens for laboratory testing), assists physician (e.g., with physical exams &/or laboratory exams), assists in emergencies when appropriate (e.g., administers first aid), provides general nursing, direct care &/or program assistance (e.g., takes patient vital signs; assists in basic hygiene programs & procedures such as bathing or assisting in bathing; applies topical ointments, eye &/or nose drops), observes, charts & reports -PERFORMS RELATED DUTIES AS REQUI

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	33-53	Acting upon orders of physician &/or registered nurse, administers controlled (e.g., narcotics, minor tranquilizers) & non-controlled medication (e.g., aspirin) in oral, rectal or injection form (i.e., administers intramuscular & subcutaneous injections only), maintains medication related items (e.g., maintains medication accountability records; orders medication; maintains medication equipment & supplies, prepares & counts medication), performs skilled nursing procedures or treatments (e.g., administers oxygen; catheterizes; collects specimens for laboratory testing; applies & changes sterile dressings), assists physician upon request (e.g., with physical exams &/or laboratory exams) & assists in emergencies within scope of capabilities when appropriate (e.g., administers first-aid; uses resucitator).	Knowledge of (1) pharmacology, (2) skilled licensed practical nursing procedures, (3) agency or institution hospital or clinic practices & procedures*, (4) general hospital practices & procedures; skill in (5) use of hypodermics (6) equipment operation (e.g., sterilizers, respirators, oxygen equipment); ability to (7) understand practical field of study, (8) deal with some abstract but mostly concrete variables, (9) recognize unusual or threatening conditions & take appropriate emergency action, (10) understand manuals & verbal instructions associated with practical nursing, (11) develop good rapport with patients &/or residents.
2	17-37	Provides general nursing, direct care &/or program assistance (e.g., takes patient vital signs; assists in hygiene &/or daily living skill programs & procedures such as bathing &/or assisting in bathing; applies topical ointments, eye & ear drops; escorts patients to activities; washes clothes &/or assists patients in same; positions & feeds patients with limited mobility; assists with recreational activities).	Knowledge of 2, 3, 4; ability to 7, 8, 9, 10, 11.

(245)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS: May work rotating shifts; may be exposed to unpredictable patient behavior &/or illness.

MINIMUM CLASS REQUIREMENTS: *(including license, if any..* 1 course in general hospital practices & procedures (or 1 mo. exp.); or equivalent. Requires Valid Practical Nurse License issued by State of Ohio. In addition to preceding, positions in Departments of Mental Health, Men. Retard./Dev. Disabil. & Rehab. & Corr. also requires 1 college level course in pharmacology or completion of 90-hr. training offered by National Association of Practical Nurses Education Services or equivalent training in pharmacology. Note, if appli-

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FUNCTION: patient conditions, prepares related reports & records (e.g., unusual incidents), & acts as lead worker over lower-level direct care staff (e.g., hospital aides) in providing general unskilled nursing care & attends & participates in various meetings (e.g., staff conferences, interdisciplinary team meetings, in-service training programs) as assigned; may administer intradermal tuberculin skin test;

Note: Intraveneous injections cannot be administered by licensed practical nurse & ordering of drugs is from institution pharmacy only.

PERFORMS RELATED DUTIES AS REQUI

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	9-29	Observes, charts & reports patient conditions (e.g., medication reactions; treatment responses; patient behvaior & progress) & prepares &/or maintains related reports & records (e.g., unusual incident reports; patient records; medication reports; seclusion/restraint logs).	Knowledge of 1 , 2, 3*, 4; ability to 7, 8, 9, 10, (12) cooperate with co-workers, (13) prepare meaningful, concise & accurate reports.
4	1-21	Acts as lead worker (i.e., provides work direction & training) of lower-level direct care staff (e.g., hospital aides, orderlies) in providing general unskilled nursing care (e.g., dressing, bathing & feeding; taking vital signs) to patients & attends & participates in various meetings (e.g., staff conferences; committees; interdisciplinary team meetings; in-service training programs; nursing meetings) as assigned.	Knowledge of 2, 3*, 4, (14) functional supervision*; ability to 7, 8, 9, 10, 11, 12.

(296)

123:1-7-17

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UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* cant, for positions in Department of Mental Health, does not have pharmacology training prior to employment, applicant may still apply but must complete pharmacology training required during probationary period.	TRAINING & DEVELOPMENT: