

**STATE OF OHIO (DAS)**CLASSIFICATION  
SPECIFICATION**CLASSIFICATION SERIES:**

Practical Nursing

**SERIES NO.:**

4416

**MAJOR AGENCIES:** Developmental Disabilities, Mental Health & Addiction Services, Rehabilitation & Correction, Veterans' Home, Youth Services**EFFECTIVE DATE:**

02/21/2016

**SERIES PURPOSE:**

The purpose of the practical nursing occupation is to administer medications & treatments to patients, observe for reactions, & chart progress of patients, & perform clinical analysis in order to maintain quality & consistent medical care under the direction of a registered nurse, licensed physician, dentist, podiatrist, optometrist or chiropractor.

This class does not apply to hospital aides or therapeutic program workers, nor registered nurse positions for which advanced licensure is required.

Note: This series may be used within agency/institution &/or in community setting.

**CLASS TITLE**

Licensed Practical Nurse

**CLASS NUMBER**

44161

**PAY RANGE**

10

**EFFECTIVE**

01/31/2010

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of practical nursing procedures in order to administer nursing care within scope of practice as set forth in Division (F) of Section 4723.01 of Ohio Revised Code under direction of registered nurse, licensed physician, dentist, podiatrist, optometrist or chiropractor.

**CLASS TITLE**

Licensed Practical Nurse (MDS)

**CLASS NUMBER**

44162

**PAY RANGE**

10

**EFFECTIVE**

02/21/2016

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of Minimum Data Set requirements & practical nursing procedures in order to act as MDS (i.e., Minimum Data Set) nurse in long term care facility & complete RAI (i.e., Resident Assessment Instrument) & Care Area Assessments (i.e., CAA) for submission to CMS (i.e., Centers for Medicare & Medicaid Services) & VA (i.e., Veterans Administration).

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Licensed Practical Nurse	44161	04	01/31/2010	10

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Administers nursing care within scope of practice as set forth in Division (F) of Section 4723.01 of Ohio Revised Code under direction of registered nurse, licensed physician, dentist, podiatrist, optometrist or chiropractor (e.g., administers oxygen; applies sterile dressing, inserts catheters; reinserts gastrostomy tubes, suction, irrigates wounds; gives enemas, douches; collects specimens; performs dialysis treatments, operates hemodialysis equipment & monitors patient during procedure; assists physicians with physical exams, treatments &/or laboratory tests; assists in emergencies by administering first-aid, performing cardio-pulmonary resuscitation &/or restraining patients; administers controlled drugs such as narcotics & minor tranquilizers & non-controlled medication in oral, rectal, topical or injectable form (i.e., intramuscular & subcutaneous injections only) & provides medication instructions to patients).

Maintains medication accountability records (e.g., charts patient records, prepares & counts medication, maintains medication stock & medical equipment & supplies); observes, documents & reports patient conditions (e.g., medication reactions, treatment responses, patient behavior & progress) & prepares &/or maintains related reports & records (e.g., unusual incident reports, patient records, medication reports, seclusion/restraint logs, patient kardex, team plan).

Provides general nursing, direct care &/or programming assistance (e.g., takes patient vital signs; assists with personal grooming & hygiene, bathing or daily living activities; administers topical ointments & solutions, eye, ear &/or nose drops; repositions patients; responds to patient alarms; makes medical appointments for patients; escorts patients & assists with recreational activities; provides one to one group activities according to intervention stated on treatment plan).

Provides assistance (i.e., provides work direction, orientation & training) to lower-level direct care staff (e.g., hospital aides, orderlies, psychiatric attendants) in providing general unskilled nursing care (e.g., dressing, bathing, feeding) to patients & attends & participates in various meetings (e.g., staff conferences, committees, interdisciplinary team meetings, in-service training programs, nursing meetings) as assigned.

Orders medication & medical supplies; cleans nurses station & medication room/medication cart (e.g., cleans, sterilizes & restocks cart; defrosts & cleans medication refrigerator) & performs clerical tasks (e.g., answers phone, files).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of skilled licensed practical nursing procedures; pharmacology; client/patient care; first-aid; CPR; general hospital practices & procedures; agency, institutional, hospital or clinic practices & procedures\*; HIPAA regulations & standards; human relations; inventory control; employee training & development\*. Skill in use of medical equipment (e.g., respirator, dialysis machine, sterilizer, oxygen equipment, blood pressure cuff); hypodermics; operation of personal computer. Ability to understand practical field of study; deal with some abstract but mostly concrete variables; recognize unusual or threatening conditions & take appropriate emergency action; develop good rapport with patients &/or residents; understand manuals & verbal instructions associated with practical nursing; demonstrate dexterity to administer injections & perform medical treatments & strength to move, reposition or restrain patients.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

License to practice nursing as a licensed practical nurse issued by Ohio Board of Nursing pursuant to Section 4723 Ohio Revised Code & proof of completion of an approved course in medication administration.

Note: Licensed Practical Nurses who administer dialysis treatment must possess Certification in IV Therapy pursuant to Section 4723.17 Ohio Revised Code.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Biennial renewal of licensure as practical nurse. Obtain & maintain certification in CPR.

**UNUSUAL WORKING CONDITIONS:**

Work nights & weekends with rotating days off; may be required to work mandatory overtime; exposed to bodily fluids; exposed to unpredictable patient behavior, illness &/or infectious diseases; may require travel to community site under contract with Department of Mental Health & Department of Developmental Disabilities.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Licensed Practical Nurse (MDS)	44162	04	02/21/2016	10

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Completes Minimum Data Set (MDS) & Care Area Assessments (CAA) upon admission of patient & at regular intervals thereafter for submission to CMS & VA in order to identify actual & potential areas of concern, causes & risk factors related to problems under assessment & significant change of resident's functional status (e.g., collects data by reviewing resident's record; interviews & observes resident' communicates with physicians, licensed professionals, other direct care staff & family members & enters data into computer).

Maintains nursing home & domiciliary medical records for residents to include both open & closed charts.

Conducts meetings with medical & nursing staff to discuss requirements of MDS program; participates in interdisciplinary team meetings to review resident status & care plan; assists in developing & updating comprehensive care plans for each resident; stays abreast of changes to MDS program, policies & procedures.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of skilled licensed practical nursing procedures; pharmacology; client/patient care; general hospital practices & procedures; agency, institutional, hospital or clinic practices & procedures\*; HIPAA regulations & standards; human relations; MDS reporting requirements; International Classification of Diseases Codes (i.e., ICD-10). Skill in operation of personal computer & office software applications (e.g., Microsoft). Ability to define problems, collect data, establish facts & draw valid conclusions; prepare meaningful, concise & accurate reports; gather, collate & classify information according to established methods; develop good rapport with patients &/or residents; understand manuals & verbal instructions associated with practical nursing.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

License to practice nursing as a licensed practical nurse issued by Ohio Board of Nursing pursuant to Section 4723 Ohio Revised Code; MDS certification issued by ANNAC (i.e. American Association of Nurse Assessment Coordination).

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Biennial renewal of licensure as practical nurse & renewal of MDS certification as required.

**UNUSUAL WORKING CONDITIONS:**

Exposed to bodily fluids; exposed to unpredictable patient behavior, illness &/or infectious diseases.