

## PRACTICAL NURSE

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of a higher level nurse or health care professional, an incumbent of this class performs tasks and responsibilities within the framework of casefinding, health education, health teaching, health counseling and supportive and restorative care in accordance with the Nursing Practice Act. Incumbents administer nursing care and procedures to assigned patients in accordance with the nursing care plan; implement written medical regimen prescribed by a physician, administer medications, assess patients, reporting any significant changes and updating care plan; and provide teaching care and instruction to patients and their families in accordance with discharge planning. Work is subject to shift assignment over a 24 hour, 7 day per week period. Supervision is not a regular responsibility of this class. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Performs tasks and responsibilities within the framework of casefinding, health teaching, health education, health counseling and supportive or restorative care in accordance with the Nursing Practice Act;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform incidentals tasks, as needed;

### CLINICAL FUNCTIONS:

Implements nursing/medical regimen for assigned patients including the distribution and administration of medications in accordance with written physician's orders; monitoring intravenous (IV), heplock, tracheotomy and oxygen supplies; monitoring and reporting vital signs; and noting and reporting unusual symptoms;

Carries out special technical procedures such as hemodialysis or peritoneal dialysis in accordance with written orders and using established procedures;

Safeguards patients from infection by using proper sterile techniques and infection control methods;

Maintains a safe and comfortable environment for assigned patients by assisting them with ambulation, personal hygiene and responding to daily physical, emotional and medical needs for optimum recovery;

Assists professional nursing staff in instructing patients and their families in carrying out care plans, and in contacting other facilities to meet discharge planning objectives;

Records patient's responses and reports results to appropriate members of the health team in order to update and adjust the nursing care plan;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Participates in team conferences and nursing unit patient care reporting systems;

Cooperates with other hospital departments in the implementation of specific patient care needs;

Participates in departmental and inter-departmental committees;

STAFF DEVELOPMENT:

Participates in quality assurance activities;

Keeps abreast of new directives and updated procedures;

Maintains professional competence through participation in continuing education.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of current nursing techniques and procedures; skill in the operation of patient treatment and monitoring equipment such as blood pressure gauges, thermometer, stethoscope, CPR equipment, needles, syringes, suction, catheters, tubings, ventilators, roto beds, stryker frames, bedscales, etc.; ability to work under stress; ability to communicate effectively with patients, their families and other health professionals; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; sound professional judgment; flexibility; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) at time of permanent appointment, must possess a valid license and current registration to practice as a Practical Nurse in New York State; or (b) at time of temporary appointment, must possess a valid limited permit to practice as a Practical Nurse in New York State.