



OHIO
UNIVERSITY

Classification and Qualification Standards

Licensed Practical Nurse

ADMINISTRATIVE/TECHNICAL ROLE

Career Series: Practitioner Support	Job Code: 15133 Grade: C	Date Established: 7/01/2001	FLSA Category: NON-EXEMPT
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JOB SUMMARY

Under direction, the technical classification receives instructions in general terms, and utilizes independent judgment within established procedures and guidelines. This classification requires considerable knowledge of license practical nurse procedures, state, and federal regulations, polices, and procedures related to nursing, and medical terminology in order to provide nursing support to physicians, patients, clinic, and public.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Compiles insurance documentation and physician referrals for diagnosis and treatment in preparation for patient medical examinations.
2. Administers narcotics, medications, and/or injections, and calls pharmacy for prescription refills.
3. Prepares and sterilizes medical equipment for procedures, and disposes of biohazard material.
4. Assists the physician in minor surgical procedures (e.g., biopsies; circumcisions; lesion removals; vasectomies).
5. Reviews medical records for quality assurance, and researches eligibility.
6. Tracks and orders inventory and medications.
7. Triage patients for treatment via telephone or physician/nurse visits.
8. Educates patients, families, and public to ensure compliance with nursing regulations.
9. Collects and analyzes specimens.
10. Performs invasive phlebotomy procedures and cultures.
11. Performs reception and general clerical duties.
12. Collects payments, reconciles cash drawers, completes invoices, and enters appropriate data.
13. Trains nursing students, medical students, and new employees.
14. Performs other duties as assigned.

Worker Characteristics (knowledge, skills & abilities to perform the job duties)

Knowledge of license practical nurse procedures; state, and federal regulations, polices, and procedures related to nursing; medical terminology; triage procedures; and training procedures*. Skill in operation of medical equipment; and computer*. Ability to administer prescribed medications; review medical records; and provide instructions to patients, families, students, and employees.

(*developed after employment)

Minimum education & experience required (including training, registration & licensure)

Requires current licensure as Licensed Practical Nurse in the State of Ohio as issued by the Board of Nursing. Medication Administration Certification Card.

* Cardiopulmonary Resuscitation and Emergency Cardiac Card/re-certification can be obtained after employment.

* Biennial renewal of licensure as Licensed Practical Nurse.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity.