Licensed Practical Nurse

**Job Family:**
Health Services

**Sub Family:**
Practitioner Support

**Career Track and Level:**
TAS 2

**Job Code:**
HEALTHSRVCPRACTSUTAS2

**Job Series:**
28112

**Pay Grade:**
CA&P|14

**FLSA Category:**
NON-EXEMPT

---

**Job Family**

**Health Services:** Promotes a healthy and productive University community. Supports and provides healthcare, health education, wellness programs, and health promotion to the University and surrounding community. Provides the community with clinical care such as physical therapy, health assessments, and mental health counseling. Organizes educational programming, distributes educational material to the community to promote healthy lifestyles.

**Sub Family**

**Practitioner Support:** Assists with patient care and clinical duties such as taking vital signs, giving injections, performing simple diagnostic tests, collecting specimens, drawing blood, sterilizing and cleaning equipment, and maintaining examination rooms at an outpatient care site. May also be responsible for some administrative duties.

**Job Responsibilities**

- Collects and analyzes specimens.
- Perform invasive phlebotomy procedures, and obtains cultures.
- Prepares and sterilizes medical equipment for procedures, and disposes of biohazard material.
- Assist physician in completing minor procedures.
- Educates patients, families, and public to ensure compliance with nursing regulations.
- Compiles insurance documentation and physician referrals for diagnosis and treatment in preparation for patient medical exams.
- Administers medication to patients as directed by physician.
- Handle administrative tasks associated with clinic operation including but not limited to: Sending prescriptions to pharmacy, scheduling appointments and meetings for physicians, responding to patient calls, maintain patient care files, file and pull patient charts as necessary.

**Role**

- Works under limited supervision in performing job responsibilities.
- Applies technical or process knowledge; requires capacity to understand specific needs or requirements to apply skillsnowledge.
- May supervise or oversee the work of student employees.
Impact and Complexity

- Performs job responsibilities working within guidelines or traditional practice. May organize, set priorities, schedule, and review work of student workers or volunteers. Exercises judgment in prioritizing, planning, and organizing own work within time, process, and results requirements; has some flexibility to modify workflow based on need and circumstances.
- Decisions made address non-routine questions and situations, often requiring investigation and/or research of precedents. Demonstrates ability to triage conflicting priorities and handle sensitive situations with tact and diplomacy.

Requirements

Knowledge of standard policies, procedures, services, tools, and/or equipment in the nursing field typically obtained by completion of an educational program in Licensed Practical Nursing and ability to obtain appropriate licensure.

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.