



GRAND TRAVERSE COUNTY, MI LICENSED PRACTICAL NURSE JOB DESCRIPTION

Title:	Licensed Practical Nurse
GENERAL SUMMARY	
<p>Primary function of the job is to provide foot care and medication management services to clients who will benefit from these services. This includes identification of clients who will benefit from this program through a myriad of resources and referrals. She/he is expected to function as part of a team and is responsible for ensuring that the team meets its objectives.</p> <p>Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.</p> <p>This position may require irregular hours. This position will require travel by the employee in the employee's own vehicle.</p>	
PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)	
<ul style="list-style-type: none"> • Provides foot care to include: Nail cutting, foot massage to improve circulation and mobility, and corn and callous care. • Performs client evaluation to identify risk factors and foot problems • Provides education regarding daily foot care. • Contacts the primary care provider or podiatrist for any foot problems that threaten skin or nail integrity. • Performs reconciliation, monitoring, and evaluation of medications a client takes to assure compliance with prescribed medication regimen. Ensures potentially dangerous drug interactions and other complications are avoided. • Performs client evaluation to identify the safest process that will ensure client takes the correct medication and dose at prescribed times with the possible use of a medication dispenser. • Communicates with physician/practitioner offices and pharmacies as needed. • Conducts medication review and reconciliation at each medication management visit. • Prepares and tests for PT/INR ratios and capillary blood glucose readings. • Monitors vital signs as needed. • Monitors and maintains appropriate levels of supplies and materials in support of the nursing activities. • Collaborates with supervisors regarding referrals to external providers and community resources. • Maintains client database and completes timely visit documentation using the MedSYS system. • Interacts with clients, monitors client situation and environment, and reports all potentially harmful or unusual situations to a supervisor. • Participates in staff meetings, training sessions, and/or other related meetings. 	
EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)	
<ul style="list-style-type: none"> • Graduate of an accredited School for Practical Nursing • One to two years of experience with direct client contact as a Licensed Practical Nurse in a community health setting (Personal Health Assignment) preferred. 	



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CERTIFICATIONS, LICENSES (minimum requirements)

- Licensed Practical Nurse in the State of Michigan in good standing and without restrictions
- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.
- May require NAPNES pharmacology certification.

CONDITIONS OF EMPLOYMENT (minimum qualification - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work involves evaluating the relevance and importance of theories, concepts, and principles to develop different approaches or tactical plans to fit specific circumstances where guidelines may not exist, but are flexible and open to considerable interpretation. Independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines. Errors at this level could cause serious, long-term consequences involving substantial financial costs, significantly reduced service to the public, and/or negative media reaction and could impact others outside of a department and may require the intervention of an agency head to resolve.

Requires a licensure as a practical nurse by the State of Michigan, and is regulated by the complexity of health issues handled.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk or hear; smell; use hands to finger, handle, or feel.
- Position occasionally works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be exposed to infectious diseases, criminal suspects or prison inmates.
- May occasionally be required to lift/move up to 50 pounds.



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KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
 - Knowledge and ability to use a variety of home laboratory testing equipment
 - General knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
 - Some skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners and telephones
 - Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
 - Ability to consistently demonstrate sound ethics and judgment
 - Ability to apply sound judgment, solve problems, make effective decisions, and act with integrity
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- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
 - Ability to accurately organize and maintain paper documents and electronic files
 - Ability to maintain the confidentiality of information and professional boundaries
 - Ability to use County resources effectively and efficiently