

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

PRACTICAL NURSE LICENSED NON-CAREER

JOB DESCRIPTION

Employees in this job provide skilled nursing services to patients in state hospitals and correctional facilities, under the direction of a professional Registered Nurse or medical doctor.

This is a non-career classification and employment may last up to 1,040 hours per calendar year. This classification is intended for intermittent use when a career Practical Nurse Licensed employee is unavailable.

Position Code Title - Practical Nurse Lic Non-Career

Practical Nurse Licensed Non-Career N

In the absence of a career Practical Nurse Licensed, the employee performs a full range of Licensed Practical Nurse assignments and uses independent judgement to make decisions in specific work situations.

JOB DUTIES

NOTE: Listed job duties are typical examples of work of positions in this classification. Not all duties assigned to every position are included, nor will all positions be assigned every duty. The general description of job duties does not authorize performance contrary to any state or federal licensing or certification requirements.

Performs nursing acts, functions, or tasks under the delegation and supervision of the Registered Nurse in accordance with Section 161 of the Michigan Public Health Code.

Administers nursing procedures to patients in accordance with patient's care plans, including EKGs, suture removal, venipuncture, and other lab collection, sterile dressings, soaks, compresses, enemas, suppositories, tube feeding, oxygen therapy, range of motion therapy, catheterization, diabetic care, and pre- and post-operative care.

Prepares prescribed medications in accordance with patients' care plans; administers medications to patients orally, intra-muscularly, subcutaneously, or intravenously.

Observes and monitors movement and activities of patients.

Documents activities in the electronic health record.

Assists in controlling aggressive or disruptive behavior.

Provides personal care services to patients including oral hygiene, bathing, hair care, nail care, shaving, diapering, and dressing.

Takes, records, and monitors patients' vital signs.

Provides bed care to patients; re-positioning, ambulating, assisting with elimination needs, moving to and from wheelchairs, etc.

Assists patients at mealtime and feeds patients needing such assistance.

Performs safety and housekeeping assignments including washing and changing beds, cleaning spills, making safety rounds, and reporting unsafe furniture and equipment.

Discusses patients' treatment with treatment team and family members.

Assists with emergencies.

Attends in-service training.

Transports and accompanies patients and ensures their safety.

Transcribes physicians' orders.

Assists physicians while making rounds.

Performs related work and other tasks as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of practical nursing techniques and methods.

Knowledge of equipment, procedures, and methods for implementing resident care program objectives.

Knowledge of medications and treatments used in patient care.

Knowledge of infection control procedures.

Knowledge of mental health and behavioral characteristics of patients.

Ability to observe and record information used to make clinical and program decisions.

Ability to observe and evaluate conditions, reactions, and changes in the physical and mental condition of patients.

Ability to maintain appropriate attitudes and conduct necessary to the welfare of patients.

Ability to prepare and maintain records related to the work.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Working Conditions

Employees in this job are non-career and employment may last up to 1,040 hours in a calendar year.

The job requires an employee to work in a correctional facility, state hospital, or residential facility and have direct contact with prisoners/patients.

The job requires an employee to work in an environment that involves exposure to disease and illness.

The employee may be assigned to work any day of the week or on any shift.

Physical Requirements

The job duties require the employee to handle the physical demands of the work including lifting and positioning patients and using behavioral management techniques.

The job duties require an employee to bend, reach, stoop, stand, and/or walk for extended periods.

The job duties require an employee to lift and/or move heavy objects.

Education

Possession of a certificate from a practical nursing education program accepted for licensure by the Michigan Board of Nursing.

Experience

Practical Nurse Licensed Non-Career N

No specific type or amount is required.

NOTE: Civil Service can individually evaluate equivalent combinations of education and experience providing required knowledge, skills, and abilities to qualify.

Special Requirements, Licenses, and Certifications

Michigan licensure as a Practical Nurse.

See individual position descriptions for other requirements.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

PRACNURNC

Job Code Description

PRACTICAL NURSE LICENSED NON-CAREER

Position Title

Practical Nurse Lic Non-Career

Position Code

PLNURSNC

Pay Schedule

U11-001P

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04/13/2025