

**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 mental health facilities (psychiatric hospitals or centers for the developmentally disabled), public health facilities (veterans' hospitals) and correctional facilities (prisons), under the direction of a professional Registered Nurse or medical doctor, and provide a variety of related services to maintain a safe, therapeutic environment. 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.

There is one classification in this job.

**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 using independent judgement in making decisions where alternatives are determined by established policies and procedures.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

In accordance with Section 161 of the Michigan Public Health Code, the Practical Nurse-Licensed performs nursing acts, functions, or tasks under the delegation and supervision of the Registered Nurse.

Administers nursing procedures to patients in accordance with patient's nursing care plans, such as sterile dressings, soaks, compresses, enemas, suppositories, tube feeding, oxygen therapy, range of motion therapy, catheterization, diabetic care, pre- and post-operative care, etc.

Sets up prescribed medications in accordance with patients' nursing care plans.

Administers medications to patients orally, intra-muscularly, or subcutaneously.

Monitors effects of medications; records medications given and patients' reactions.

Observes and monitors movement and activities of patients in the ward.

Writes periodic progress notes, nursing notes, and reports of unusual incidents.

Assists in carrying out rehabilitation programming and activities for residents such as role model interactions, development of social skills, development of daily living skills, reality orientation, recreational skills, etc.

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.

Records treatments given in patients' charts.

Takes, records, and monitors patients' vital signs.

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

Assists patients at mealtime and feeds patients needing such assistance.

Performs such safety and housekeeping assignments as washing and changing beds, spot cleaning spills, making safety rounds, overseeing smoking areas, searching for contraband, reporting unsafe furniture or equipment, etc.

Discusses resident behaviors and responses to treatment with treatment team members and patients' family.

Provides emergency assistance as needed.

Attends required in-service training.

Transports and accompanies patients to appointments on and off facility grounds.

Transcribes Physicians' orders.

Assists physicians while making rounds.

Performs related work as assigned.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

Knowledge of practical nursing techniques and methods.

Knowledge of methods used in implementing resident care program objectives.

Knowledge of medications and treatments used in patient care.

Knowledge of infection control procedures.

Some knowledge of mental or behavioral characteristics of physically or mentally disabled people.

Ability to follow verbal and written instructions.

Ability to observe and record information used to make clinical and program staff 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 maintain records and prepare reports.

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.

Some jobs require an employee to be assigned to work on any day of the week and on any shift.

Some jobs are located in a correctional, mental health, or hospital facility, or social services agency.

### **Physical Requirements**

The job duties require the employee to handle the physical demands of the work including lifting and positioning patients, walking, use of restraints, and aggressive behavior management practices.

### **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.

### **Special Requirements, Licenses, and Certifications**

The Department of Corrections may screen out applicants who have been convicted of a felony in accordance with Public Act 191 of 2017. Applicants who have been convicted of a misdemeanor or felony are ineligible for employment with the Department of Corrections until satisfactory completion of any sentence imposed, including parole or probation

Some positions are assigned job duties that may require possession of a valid State of Michigan Driver's License.

Michigan licensure as a Practical Nurse.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

### **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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05/03/2020