

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
LICENSED PRACTICAL NURSE**

I. INTRODUCTION

A. Purpose Of This Classification Specification

This classification specification is the basic authority under ER 2.04, Wis. Adm. Code, for making classification decisions relative to present and future positions providing direct technical nursing care to patients. This classification specification is not intended to identify every duty that may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The technical positions perform work directly with patients and families in providing treatments, observations, and medications to patients.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that meet the statutory definition(s) of supervisor and/or management as defined in s. 111.81(19) and (13), Wis. Stats., as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that for a majority of the time (more than 50%) provide professional nursing care and are more appropriately classified as Nurse Clinician.
3. Positions that for a majority of the time (more than 50%) provide technical support and assistance in direct patient care and are more appropriately classified as Nursing Assistant.
4. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees enter positions within this classification by competition.

II. DEFINITION

These technical positions are responsible for working directly with patients and families in providing treatments and observations. Positions, after receiving an in-service course, may pass prescribed oral medications. Positions work under the supervision of a registered nurse in routine nursing situations and as an assistant to the registered nurse in complex situations. The work is characterized by the technical knowledge of patient care, treatments, and medications required. Employees are expected to meet specific technical nursing requirements as directed by a registered nurse and to make critical observations of patients in complex nursing situations. Work is performed under general supervision. Responsibilities include: providing technical nursing care for patients, such as giving baths, taking care of skin, hair, and nails; providing comfort measures for rest, sleep, excretory needs, and diversional needs; determining appropriate positioning and ambulating; and monitoring the patient's environment; measuring, administering, and recording oral medications as directed and watch for specific reactions; performing selected technical nursing procedures and treatments such as nasogastric tube feedings, catheterizations, irrigations, changing sterile dressings, suctioning, applying oxygen, and suture line care; observing, reporting and charting patients progress, signs and symptoms, treatments, responses, attitudes, and vital signs; preparing operating rooms for minor surgical procedures and treatments and may function as a surgical scrub assistant; assisting physicians in examinations, treatments, and surgical procedures; assisting registered nurse with the care of critically ill and other complex cases and report observations; assisting with preoperative care and providing postoperative care for patients returning from surgery; assisting with patient teaching when plan is structured and can be segmented; participating in planning, implementing, and evaluating nursing care plans and nursing care being provided; providing bedside care and observing patients in intensive treatment units; assisting patients with temporary or permanently disabling conditions to participate in daily living activities; providing detailed observations of the patient's mental and physical condition, and providing technical nursing procedures required to overcome deficiencies; and using effective communication skills in work with patients, families, and other team members.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired. **Note:** Registration as a licensed practical nurse in the State of Wisconsin is required.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective June 1, 2003 and announced in Bulletin MRS-SC-161 to describe positions which have been collapsed as part of a classification modification project for the technical classifications. This series has been collapsed to a single level classification.

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