



**GRAND TRAVERSE COUNTY, MI  
LICENSES PRACTICAL NURSE JOB DESCRIPTION**

<b>Title:</b>	<b>Licensed Practical Nurse</b>
<b>GENERAL SUMMARY</b> Primary function of the job is to develop and maintain a Medication Management Program. This includes identification of clients who will benefit from this program through a myriad of resources and referrals. This position has no formal supervisory role; however, she/he is expected to function as part of a team and is responsible for ensuring that the team meets its objectives.  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.  This position may require irregular hours. This position will require travel by the employee in the employee's own vehicle.	
<b>PRIMARY DUTIES AND RESPONSIBILITIES</b> (may include but are not limited to the following) <ul style="list-style-type: none"><li>• Travels to client homes to complete a multi - faceted process of reconciling, monitoring, and assessing the medications a client takes to assure compliance with a specific medication regimen, while also ensuring that potentially dangerous drug interactions and other complications are avoided.</li><li>• Performs client assessment to identify the safest process that will ensure that the client takes the correct medication and dose at the prescribed times with the possible use of a medication dispenser.</li><li>• Conducts medication review and reconciliation at each visit.</li><li>• Maintains client database and completes timely data entry using MEDsys software.</li><li>• Interacts with clients, monitors client situation and environment, reports all potentially harmful or unusual situations to a supervisor.</li><li>• Sorts, files, and maintains health related materials and filing systems (paper, computer or imaging), retrieves file materials, and keeps a record of file movement, client visits and related observations.</li><li>• Monitors and maintains appropriate levels of supplies and materials in support of unit operations and activities.</li><li>• Prepares and tests for PT/INR ratios and capillary blood sugars, and monitors vital signs as needed.</li><li>• Communicates on a regular basis with physician offices and pharmacies.</li><li>• Refers clients to external providers and resources within the community.</li><li>• Completes assessments and reassessments to support the leadership staff, as needed.</li><li>• Provides back up for the foot care nurse.</li><li>• Participates in staff meetings, training sessions, and/or other related meetings.</li></ul>	
<b>EDUCATION, FORMAL TRAINING, AND EXPERIENCE</b> (minimum requirements) <ul style="list-style-type: none"><li>• Licensed Practical Nurse in the State of Michigan</li><li>• May require successful completion of an approved Certified Technical Training program</li><li>• One to two years of experience with direct client contact as a Licensed Practical Nurse in a community health setting (Personal Health Assignment)</li></ul>	



## GRAND TRAVERSE COUNTY, MI LICENSES PRACTICAL NURSE JOB DESCRIPTION

### **CERTIFICATIONS, LICENSES** (minimum requirements)

- May require NAPNES pharmacology certification
- May be required to possess and maintain certification by the Michigan Department of Community Health through the successful completion of a training course for vision and hearing through regular attendance at MDCH regional workshops (Personal Health Assignment)
- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

### **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.

Compared to the Registered Nurse classification, 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.

### **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.
- Demonstrated skill in invasive venous blood drawing and procedures for other MDCH programs requiring blood
- Knowledge and ability to use a variety of laboratory equipment
- General knowledge and ability to use a personal computer to prepare reports, maintain records, search for



## GRAND TRAVERSE COUNTY, MI LICENSES PRACTICAL NURSE JOB DESCRIPTION

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.
- Skill in researching and resolving problems in order to ensure compliance
- Ability to consistently demonstrate sound ethics and judgment
- Ability to apply sound judgment, solve problems, make effective decisions, and act with integrity
- 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