

# ATLANTIC COUNTY GOVERNMENT

## JOB ANNOUNCEMENT

### PLEASE POST

Posting Date:

**CONTINUOUS**

**TITLE:** Practical Nurse

**SALARY:** \$40,000

Hours: 40 X 35\_\_\_

**DEPARTMENT:** Human Services

Union X Mgmt \_\_\_

**LOCATION:** Northfield

NJCSC Test Required: Yes \_\_\_ No X

Grant Funded: Yes \_\_\_ No X

**Note: Long-term care experience preferred.**

### **DEFINITION**

Under direction of a Registered Professional Nurse in a health care facility, performs the duties required to care for clients; carries out medical orders prescribed by a licensed physician that require an understanding of elementary nursing, but not the professional service outlined in the definition of professional nursing; does related work as required.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

### **REQUIREMENTS:**

#### **LICENSE:**

Possession of a valid registration as a Licensed Practical Nurse in New Jersey. Persons who possess the registration by waiver must have satisfactorily completed an approved refresher program.

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

### **EXAMPLES OF WORK:**

Assists in the physical examination of clients; takes and records temperature, pulse, respiration, and blood pressure, and collects specimens for laboratory analyses.

Examines client's eyes, ears, teeth, and bodies regularly to determine whether proper hygiene is carried out by nonprofessional resident care personnel.

Administers first aid to clients in instances of sudden illness or accident until Registered Nurse or a physician arrives.

Charts client care and treatment measures on the appropriate forms.

Administers treatments under physician's orders.

Assists with the set up of equipment used for oxygen therapy.

Assists a Registered Professional Nurse in preoperative and post-operative care and specialized psychiatric treatment and treatments associated with developmentally disabled clients.

Assists in the use of Foley catheters, colostomy irrigations and douches, tube feedings, and application of binders and bandages.

Assists clients with braces and prosthetic devices.

Performs prescribed isolation techniques.

Dispenses medication as indicated; measures and administers liquid medication by mouth provided that no calculations or fractional doses are required; administers pills, capsules, and powders by mouth.

Prepares and administers medication, including insulin, by subcutaneous hypodermic and intramuscular injections.

Applies external medications to clients such as salves, ointments, and powders as specifically directed by a superior.

Evaluates, on a continuing basis, the therapeutic value or the side effects of medications on clients.

Accurately records individual dosages of medication administered.

Observes clients closely for reaction to drugs, treatment, any other unusual conditions such as physical and/or emotional problems, and reports adverse reactions or problems to immediate supervisor.

When instructed, administers prescribed medications orally and observes clients to ensure that they take their medication.

Accounts for narcotics, barbiturates, and other accountable drugs before and after each shift.

Counsels clients concerning their medications by utilizing medication fact sheets.

May perform routine assigned nursing procedures, such as bathing, dressing and feeding clients; making beds and helps clients into and out of bed.

Obtains client temperature, blood pressure, pulse, respiration, height and weight, and records results on client chart.

Reports changes in temperature, pulse, respiration, and other client conditions to a Registered Professional Nurse or a physician.

Collects urine, sputum, and other specimens from clients and labels containers to forward for laboratory analysis.

Gathers information for the preparation of inventory records, such as amounts of drugs, medical and other supplies.

Positions clients according to prescribed practices and the nursing care plan, and assists clients with simple exercises.

Notifies the physician or supervisor as to any new condition of the client requiring medical attention.

Requisitions, maintains, and accounts for medical supplies, tools, and equipment which must be kept ready for use within the treatment room of a resident living unit.

Acts as a liaison between nonprofessional resident care personnel and medical and professional nursing staff regarding medication changes and clients symptoms or behavior changes.

May instruct nonprofessional resident care personnel on their medically related job duties and follows up on their performance periodically.

Assists with the admission, discharge, and transfer of clients.

Interprets visitation rules and regulations to other staff, residents, members of clients' families, and visitors.

Maintains accurate medical records within the scope of practice for a LPN.

Contributes as a member of the health care team in the determination of treatment goals and participates and involves client in goal planning sessions.

May teach client education classes in areas of physical health care, good grooming and hygiene, and personal appearance.

Assists Registered Professional Nurse in carrying out other delegated work.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

### **KNOWLEDGE AND ABILITIES:**

Knowledge of practical nursing skills and techniques and their application to nursing care and treatment.

Knowledge of first aid methods and techniques.

Knowledge of immunization and TB testing methods, and other medical and laboratory procedures within the scope of practical nursing.

Knowledge of the problems involved in providing care for the mentally ill, developmentally disabled, drug dependent, and medical, surgical, and/or geriatric clients.

Knowledge of anatomy and normal healthy functioning of the human body.

Knowledge of medications and their side effects; and the use of medication fact sheets.

Knowledge of the symptoms, behavior changes, or other indications of the positive and/or negative effects of medication on clients and the methods used to observe these indications.

Knowledge of the physical, mental, and emotional needs of the mentally ill, developmentally disabled, drug dependent, and geriatric residents/clients and of the methods to provide for their needs.

Knowledge of therapeutic interventions such as remotivation techniques, activity of daily living programs, and reality orientation.

Ability to read and interpret laws, rules and regulations and apply them to specific situations.

Ability to organize assigned practical nursing work and develop appropriate work methods.

Ability to assist, counsel, and instruct clients in areas relating to personal care and hygiene.

Ability to establish and maintain cooperative working relationships with physicians, Registered Professional Nurses, nonprofessional resident care staff, clients, and others associated with the facility.

Ability to communicate client-related information between physicians or professional nursing staff and nonprofessional resident care personnel.

Ability to assign and instruct Human Services Assistants, Cottage Training Technicians, Human Services Technicians, or other staff and verbally evaluate the performance of their work.

Ability to perform all types of practical nursing work under the supervision of a Registered Professional Nurse.

Ability to carry out preoperative and postoperative procedures.

Ability to maintain accurate medical records.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable form of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**Interested, qualified applicants should apply online at [www.aclink.org](http://www.aclink.org)  
Alternatively, applications may be mailed to the  
Atlantic County Division of Human Resources  
1333 Atlantic Avenue, Atlantic City, NJ 08401  
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