

**MICHIGAN CIVIL SERVICE COMMISSION**  
**JOB SPECIFICATION**  
**PRACTICAL NURSE LICENSED**

**JOB DESCRIPTION**

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

**Position Code Title - Practical Nurse Licensed-E**

Practical Nurse-Licensed E9

This is the experienced level. The employee performs a full range of Licensed Practical Nurse assignments and uses independent judgement to make decisions in specific work situations.

**Position Code Title - Practical Nurse Licensed-A**

Practical Nurse-Licensed 10

This is the advanced level. The employee functions as a team leader, overseeing the work of lower-level Licensed Practical Nurses or a team with at least one lower-level Licensed Practical Nurse, and Resident Care Aides; and performing experienced level Licensed Practical Nurse assignments.

**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 patients' 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.

Monitors effects of medications; records medications given and patients' reactions; reports medication errors; and ensures adequate control and accountability of all medications.

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 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 members 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.

### **Additional Job Duties**

#### **Practical Nurse-Licensed 10 (Lead Worker)**

Performs administrative functions of the nursing care plan assigned by the Registered Nurse.

Schedules work assignments, determines work priorities, and oversees the work of Practical Nurses-Licensed and Resident Care Aides.

Oversees the work of staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Instructs and trains in proper work methods and processes.

Reviews job performance by observing and critiquing work techniques and completed assignments.

Prepares and maintains records related to the work.

### **JOB QUALIFICATIONS**

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

**NOTE:** Considerable knowledge is required at the experienced level and thorough knowledge is required at the advanced level.

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.

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

### **Practical Nurse-Licensed 10**

Knowledge of patients' rights and the nursing care policies of the facility.

Ability to train, guide, and evaluate other licensed practical nurses.

Ability to organize and coordinate activities of a nursing care team.

Ability to prioritize, organize, and coordinate the work of the unit.

Ability to resolve complex work-related problems.

## **Working Conditions**

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 E9**

No specific type or amount is required.

### **Practical Nurse-Licensed 10**

One year of experience equivalent to a Practical Nurse-Licensed E9.

**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**

PRACNURSE

### **Job Code Description**

PRACTICAL NURSE LICENSED

**Position Title**

Practical Nurse Licensed-E  
Practical Nurse Licensed-A

**Position Code**

PLNURSEE  
PLNURSEA

**Pay Schedule**

U11-035  
U11-036

RS

04/13/2025