

**State of Michigan  
Civil Service Commission**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

Position Code

1.

## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> MICHIGAN VETERAN HOMES
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b> State Operations
<b>4. Civil Service Position Code Description</b> Practical Nurse Licensed-E	<b>10. Division</b> DJ Jacobetti Home for Veterans
<b>5. Working Title (What the agency calls the position)</b> Licensed Practical Nurse	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> REGISTERED NURSE MANAGER-1	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> ; REGISTERED NURSE MANAGER-2	<b>13. Work Location (City and Address)/Hours of Work</b> 425 Fisher Street; Marquette, MI 49855 / Shifts Vary – INCLUDES WEEKEND

**14. General Summary of Function/Purpose of Position**

The LPN E9 is an entry level LPN position. A nurse occupying this position provides a full range of individualized member care under the supervision of a Registered Nurse. The LPN provides input into assessments, contributes to planning member care, implements and evaluates the effectiveness of member care, and administers prescribed medications. The LPN, at this facility, is not allowed to initiate intravenous therapy, administer IV medications, or accept verbal orders from physicians.

This position is test-designated and is subject to random drug and alcohol testing.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

#### Duty 1

**General Summary:**

**Percentage: 40**

Assist with/provide direct nursing care to members to meet their personal care needs under the direction of a Registered Nurse.

**Individual tasks related to the duty:**

- Assist with/provide personal care to members including oral hygiene, hair care, bathing, nail care, shaving, dressing, changing incontinent briefs, toileting, providing peri care.
- Provide care for the member's unit, personal belongings, and equipment.
- Assist with positioning, lifting, transferring, ambulating members.
- Utilize mechanical lifts appropriately to transfer members.
- Assist members at mealtimes and with nourishments.
- Assist members to meet elimination needs (bedpan, Foley catheter, enema, manual disimpaction).
- Collect specimens as ordered (e.g. urine, stool, and sputa).
- Provide emotional support to members and their families.
- Ensure member privacy at all times.
- Take vital signs (TPR, BP, pulse oximetry, and pain assessment) as ordered
- Assist members to appointments and to activities as provided by the Activity Therapy Department.
- Perform post-mortem care.

#### Duty 2

**General Summary:**

**Percentage: 30**

Safely administer and record prescribed medications and treatments.

**Individual tasks related to the duty:**

- Administer all oral, IM, subcutaneous, intradermal, rectal, and topical medications in a safe manner (complies with the "Five Rights" of medication administration).
- Perform sterile and unsterile treatments as ordered (e.g. range of motion, hot & cold compresses, soaks, sitzbaths, whirlpool, dressing changes, wound care, and special skin care treatments, suture removal, ostomy care, specimen collection, etc.).
- Monitor flow of IV fluids. Discontinue IV's upon MD order.
- Perform bladder catheterization; maintains indwelling catheters, irrigates indwelling catheters.
- Administer tube feedings.
- Oxygen therapy and nebulizer treatments.
- Tracheostomy care.
- Oral suctioning.
- Nasogastric tube placement.

#### Duty 3

**General Summary:**

**Percentage: 15**

Observe, record, and report physical and emotional condition and care received by members including medications and treatments.

**Individual tasks related to the duty:**

- Follow individual care plans.
- Participate in member assessments and care plans, making recommendations to the RN Manager concerning ways to meet member needs.
- Serve as an advocate for an assigned group of members.
- Participate in member rounds and shift report.
- Report verbally or in writing to the RN regarding member's condition and care provided.
- Immediately report any significant change in a member's condition to the RN on duty.
- Complete documentation (flow sheets, food acceptance records, restraint checklists, intake & output, bed measurements, monthly charting, treatment sheets, accident/incident reports, medication administration records, etc.).
- Transcribe physician orders.

#### Duty 4

**General Summary:**

**Percentage: 10**

Maintain a safe, clean, comfortable environment for members, visitors, and staff.

**Individual tasks related to the duty:**

- Maintain universal precautions at all times.
- Change member bed linens.
- Care for soiled member laundry as directed.
- Put away clean laundry. Straighten closets, dressers, and nightstands.
- Measure and order clothing items.
- Label clothing and mark valuables.
- Keep member areas free of unnecessary clutter and equipment.
- Stock bedside cabinets with necessary equipment or materials.
- Maintain all equipment and supplies in safe working order.
- Adhere to safety policies.
- Complete cleaning duties on unit as assigned.
- Complete accident and injury reports as indicated.
- Report any unsafe conditions to supervisor immediately.

#### **Duty 5**

**General Summary:**

**Percentage: 5**

Other duties as assigned.

**Individual tasks related to the duty:**

- Demonstrate a supportive and positive approach to members and families.
- Assist with orientation and training of new LPN's and RCA's.
- Assist with providing clinical experience for student nurses, maintaining a positive role model at all times.
- Attend in-services and staff meetings as directed.

**16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**

Scheduling and performing specific member care. Members are affected by these decisions.

**17. Describe the types of decisions that require the supervisor's review.**

- Decisions that affect the care of the member or other members.
- Decisions which would affect or involve other departments.

**18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**

- Walking, standing, bending, pushing wheelchairs and/or carts, lifting and transferring members.
- Exposure to illnesses from members, visitors, or other staff.
- Computer terminal use.
- Exposure to second hand smoke

**19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.**

**Additional Subordinates**

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

N Complete and sign service ratings.  
N Provide formal written counseling.  
N Approve leave requests.  
N Approve time and attendance.  
N Orally reprimand.

N Assign work.  
N Approve work.  
N Review work.  
N Provide guidance on work methods.  
N Train employees in the work.

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Management Developed PD

23. What are the essential functions of this position?

Provide direct nursing care services to members, administer medications, and perform member treatments.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New Position

25. What is the function of the work area and how does this position fit into that function?

The function of the work area is to provide nursing services to members at the level allowed by LPN licensure. The position provides these services under the supervision of a Registered Nurse.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

**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.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Must be able to communicate and interact successfully with the aged, disabled, and infirmed.
- Must be knowledgeable regarding medications and safe administration of medicines.

**CERTIFICATES, LICENSES,  
REGISTRATIONS:**

Michigan licensure as an LPN.

**NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.**

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

***I certify that the entries on these pages are accurate and complete.***

DOUGLAS BRADFIELD

9/7/2021

Appointing Authority

Date

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

Employee

Date