

State of Michigan  
Civil Service Commission

Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

Position Code

1. PLNURSNC

## 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> Michigan Veteran Homes
<b>4. Civil Service Position Code Description</b> Practical Nurse Lic Non-Career	<b>10. Division</b> Michigan Veteran Homes at Grand Rapids
<b>5. Working Title (What the agency calls the position)</b> Licensed Practical Nurse - Non-Career	<b>11. Section</b> Nursing Services
<b>6. Name and Position Code Description of Direct Supervisor</b> AGNELLO, DAWN M; REGISTERED NURSE MANAGER-3	<b>12. Unit</b> Nursing
<b>7. Name and Position Code Description of Second Level Supervisor</b> BIXLER, PAULA R; STATE ADMINISTRATIVE MAN-FZN	<b>13. Work Location (City and Address)/Hours of Work</b> 2950 Monroe Avenue NE Grand Rapids, MI 49505 / 24-hour, 7-day operation; three shifts

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

The LPN E9 (Licensed Practical Nurse) is an entry level position. This position requires the performance a full range of LPN duties using independent judgment under the supervision of a Registered Nurse. The LPN provides nursing care to members for a designated shift using the established care plan, contributes to the planning of member care, administers medications, monitors for effectiveness of those medications, implements and evaluates interventions, and extensive documentation in the member medical records. The LPN functions under the supervision and delegation of a Registered Nurse.

The LPN in this facility is not allowed to start IVs, initiate IV therapies, or administer IV medications.

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: 60**

Administers medications and treatments accurately and effectively for assigned caseload of members, and documents accordingly in the Electronic Medical Record (EMR).

**Individual tasks related to the duty:**

- In accordance with physicians' orders, MVH policy, and accepted professional and regulatory standards: prepares medications, and administers them via oral, rectal, topical, intramuscular, subcutaneous, and inhalation routes.
- Utilizes the "5 Rights of Medication Administration" to pass medications accurately. Documents medication pass in the medical record timely and accurately.
- Monitors medication effectiveness and side effects. Reports concerns to RN or provider.
- Performs wound treatments for assigned members.
- Administers enteral feedings.
- Carries out nursing procedures and/or therapies within the scope of practice, including but not limited to, catheterization, oxygen therapy, tracheostomy care, oral suction, nasogastric tube placement, and dressing changes, according to the care plans.
- Interacts positively and cooperatively with a broad spectrum of members, co-workers, other department staff, and visitors, who represent diverse personalities, cultures, backgrounds, and educational levels.

**Duty 2**

**General Summary:**

**Percentage: 30**

Documents all provisions of care in the EMR. Assists with provision of care, as well as observation and evaluation of member conditions and responses to interventions. Reports concerns and significant changes to the supervising nurse or provider.

**Individual tasks related to the duty:**

- Assists with activities of daily living, such as positioning, personal hygiene, ambulation, toileting, feeding, etc. Utilizes mechanical equipment/aides appropriately.
- Documents in the electronic medical record all aspects of member care, observations/evaluations and interventions as needed and/or required. Makes Progress Note entries if applicable.
- Completion of User Defined Assessments as required.
- Monitors and records vital signs and other physiologic signs and symptoms.
- Obtainment, transcription, and confirmation of provider orders as needed to ensure proper member care and timely interventions.
- Completion of User Defined Assessments as required.
- Assistance to medical providers with rounds as needed. Including, but not limited to examinations, treatment, and interactions with members.
- Assists in monitoring and managing behavioral symptoms.
- Monitors and provides direction to CENAs in nurse aide duties for assigned members.

**Duty 3**

**General Summary:**

**Percentage: 10**

Performs other duties as assigned that are within the scope of practice of a Licensed Practical Nurse, under the direction of a Registered Nurse.

**Individual tasks related to the duty:**

- Gives and receives report about members at shift change.
- Assist with care planning as needed and/or required.
- Monitor flow of IV fluids. Discontinue IVs upon provider order.
- Reviews reports of diagnostic tests and communicates concerns to supervisor and/or provider.
- Completion of Incident/Accident Reports as needed.
- Participates in member Care Conferences as needed and/or requested.
- Specimen collection.
- Post-mortem care.
- Provides relevant information about members only to persons who are authorized to receive it.
- Assists with emergencies as needed. Provides emergency observations and/or evaluations and first aid.
- Promotes a safe work/living environment by assuring obstacles, spills, etc. are cleared quickly. Reports unsafe conditions immediately.
- Appropriately uses safety equipment and devices to promote staff and member safety.
- Attends required in-services within the time frame designated.
- Attends all staff and unit meetings as directed.
- Assists with the orientation and training of new LPNs.
- Involvement in QAPI as needed/requested.

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

- Decisions to seek medical or supervisory advice or consultation regarding assigned members when members are at imminent risk due to safety hazards or changes in physical, emotional, and/or mental conditions.
- Decisions affect members.
- Decisions regarding changes in care plans or needs of assigned caseload.

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

- Actions to be taken in unusual circumstances that may not be covered by policy or procedures.
- Staff levels.
- Disciplinary action.
- Supervisory issues with staff.

**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.**

The job duties require the employee to handle the physical demands of the work, including, lifting, and positioning patients, walking, use of restraints, and aggressive behavior management practices. Must be able to lift 25 pounds and carrying up to 15 pounds. Working more than 8 hours/day and/or 40 hours/week, including weekends, holidays, and possibly evening and night shifts. Daily contact with medical waste, and persons with communicable diseases.

**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):**

- |                            |                                    |                            |                                   |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work.                      |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work.                     |
| <input type="checkbox"/> N | Approve leave requests.            | <input type="checkbox"/> N | Review work.                      |
| <input type="checkbox"/> N | Approve time and attendance.       | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand.                  | <input type="checkbox"/> 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?**

Yes - management developed PD.

**23. What are the essential functions of this position?**

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

N/A - new position.

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

The work area is a nursing home setting for members who require frequent medical and 24-hour nursing services. The position is responsible for assistive nursing care.

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 Non-Career N**

No specific type or amount is required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of practical nursing techniques and practice standards. Knowledge of medications and treatments used in patient care, and knowledge of infection control procedures. Ability to follow instructions, collect and record information needed to make care decisions. Ability to observe and evaluate reactions and changes in the physical and mental conditions of members. Ability to prioritize duties, organize time, and communicate effectively.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Michigan licensure as a Practical Nurse.  
Current certification in basic cardiac life support (CPR) desired.

*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.*

HANNAH SCHULER 3/14/2025  
\_\_\_\_\_  
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