JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Licensed Practical Nurse

Job Code: 2581

Salary Grade: C05

FLSA Status: Non-Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Performs nursing duties such as patient preparation, sample collection, information gathering, patient follow-up, data collection, and medication administration.

- Prepares patient for examination by the physician by having charts ready, etc.
- Collects samples from patients including blood, urine, etc. Prepares samples for analysis or shipment.
- Takes and records various readings such as heart and respiratory rate, blood pressure, weight, and body temperature.
- Makes follow up patient appointments, or follows up on patient appointments. Answers routine questions from patients, family, etc.
- Collects all laboratory reports, data, and records.
- Under direction of physician or other medical personnel, administers medication to patients.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Completion of an accredited practical nursing program.

Experience:

Required: No experience required.

Certifications or Licenses:

- Licensed as a Licensed Practical Nurse (LPN) in the State of Oklahoma or able to obtain within 90 days of hire date in the position.
- Registered as a Licensed Practical Nurse in the State of Oklahoma.
- Basic Life Support (BLS).
- **Cardiopulmonary Resuscitation (CPR) certifications.**

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

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Working Conditions

Physical: Standing for long periods of time. Manual dexterity. Stooping, bending, walking, and lifting.

Environmental: Outpatient, inpatient, or clinic environment. Exposure to blood borne products, infections, and diseases.

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