



Senior Licensed Practical Nurse

Job Code: 7224

Salary Grade: C06

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

Responsible for performing nursing duties in association with a Registered Nurse (RN) or Physician as acts a lead employee to support staff.

- Prepares patient for examination by the physician by having charts ready.
- 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 patient, family, or care giver.
- Collects all laboratory reports, data, and records.
- Under direction of physician or other medical personnel, administers medication to patients.
- Directs and evaluates the work of some personnel that may include Clinic Clerks, Medical Assistants, and Licensed Practical Nurses. Acts as a lead employee when work performed requires little or no direct supervision.
- 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: 24 months experience as a Licensed Practical Nurse.

Certifications or Licenses:

Licensed Practical Nurse (LPN) in the State of Oklahoma.
Registered as a Licensed Practical Nurse in the State of Oklahoma.
Basic Life Support (BLS) certification.
Cardiopulmonary Resuscitation (CPR) certification.

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

Knowledge, Skills, and Abilities

- Knowledge of techniques needed to diagnose and treat injuries and diseases which includes but not limited to treatment alternatives, drug properties and interactions, and preventive health care measures.
- Working knowledge of Health Insurance Portability and Accountability Act (HIPAA).
- Ability to give full attention to what is being said and understand the points being made. Ability to ask questions when appropriate.
- Excellent verbal and written communication skills
- Ability to deal with staff, physicians, visitors, vendors, and patients in a tactful, diplomatic, and pleasant manner.
- Ability to work in stressful situations.
- Must be detail oriented and organized.
- Ability to work as a team member.
- Ability to be compassionate.
- Ability to lead and train other Licensed Practical Nurses.

Working Conditions

Physical: Standing for prolonged periods. Manual dexterity. Speaking and listening. Walking, reaching, stooping, and lifting up to 50 pounds.

Environmental: Clinic Environment. Exposed to blood borne pathogens, infectious diseases, and hazardous materials.



JOB DESCRIPTION

The UNIVERSITY of OKLAHOMA

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