



WORKING TITLE: LICENCED PRACTICAL NURSE (Psychiatric)	CLASSIFICATION: LICENCED PRACTICAL NURSE (LPN)
DEPARTMENT: HEALTH AND HUMAN SERVICES	DIVISION: VARIES
PAY RANGE: OPEU 20	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 8835
PPE: PER WORK LOCATION	REVISION DATE: Nov 2024

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs a variety of professional Psychiatric Nursing duties in the Behavioral Health program. Responsibilities may include providing both general and special nursing services for individuals with serious mental illness emphasizing medication dispensing, monitoring, medication skills training, working with pharmacies, setting up accounts for free medication services, giving injections, tracking, documentation, and coordination with physicians as needed.

SUPERVISION RECEIVED:

Works under supervision of the HHS Behavioral Health Medical Manager and Clinic Lead Nurse. Receives medical protocol direction from the Medical Director.

SUPERVISION EXERCISED:

May exercise limited supervision over Nursing Assistants, Certified Medical Assistants, and student Nurses working within the assigned service area.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Organize, coordinate, implement, and document patient care, nursing services and follow-up within the service area on a day-to-day basis.
- Participate in periodic client record review and quality assurance activities.
- Participate in related program and professional organizations to promote quality of service within the program.
- Participate in supply and equipment inventory and ordering procedures.
- Participate in team/program staff meetings and business meetings as scheduled.
- Participate in regular supervision with Manager or Lead Nurse as scheduled.
- Gather data, under the direction of a Nurse, to support Nursing assessments and Nursing exams.
- Dispense medications according to standing orders and orders from Physicians and Nurse Practitioners.
- Collect and test specimens in accordance with HHS Policy & Procedures.
- Schedule patient appointments.
- Follow-up on lab results.

JOB SPECIFICATION

KNOWLEDGE OF:

- Principles and practices of Psychiatric Nursing or clinical specialty as required by the positions.
- Basic mathematics.
- Techniques and site locations of administration of injections.
- Activities that promote wellness.
- Nursing assessment information gathering skills.
- Confidentiality rules, especially those specific to program area.
- Policies, rules, and regulations for program, Health & Human Services, and the County.
- Oregon and federal laws regarding patient care and LPN scope of practice.
- Community and partner agencies and resources relevant to client needs.

SKILL IN:

- Specialized skill and ability in the area of assignment, including program technology, organization and functioning.
- Effectively communicating, both orally and in writing.

ABILITY TO:

- Readily grasp the principles underlying the operation of community health programs.
- Identify and evaluate community and individual health needs and to provide comprehensive and specialized nursing services in schools, clinics, and home visits.
- Use independent judgment, delegate responsibility and work as a team member. Ability to understand and carry out technical instruction regarding patient care.
- Communicate effectively both orally and in writing.
- Interact courteously and tactfully with patients.
- Establish and maintain effective working relationships with Manager, co-workers, and the public.
- Follow standing orders and written protocols.
- Write concisely and perform administrative tasks, including documenting via electronic and paper medical record systems.
- Document and maintain accurate client records in a timely manner for systematic follow-up, quality assurance, and legal action as necessary.
- Interpret and apply laws and policies to specific problems related to program delivery.
- Operate in the Microsoft Windows environment inclusive of using Word, Excel, database management and record keeping programs, general keyboarding, and other computer skills.
- Provide care that is client/family centered, culturally competent, and respectful of individual needs and preferences.
- Operate a motor vehicle.
- Multi-task.
- Work independently.
- Collaborate with co-workers and interagency staff when necessary. Obtain and maintain current Basic Life Support (BLS)/Automated External Defibrillator (AED)

- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Minimum of two years' experience as a Licensed Practical Nurse preferred. Graduation from an accredited school of nursing and possession of a current license to practice as a Licensed Practical Nurse in the State of Oregon required. Any satisfactory combination of experience and training which ensures the ability to perform the work may substitute for the above.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, May be required to drive a county vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Must have a National Provider Number (NPI) number or be able to get one upon employment. Must not be excluded from participation in federal health care or federally funded programs that provide health benefits and must not be excluded from participation in federal procurement (Federal Acquisition Regulation) and non-procurement activities (Executive Order No. 12549).

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The employee typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Work also may involve travel to meetings. Employee may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle, or feel, and to stand, walk, reach, bend or lift up to 20 pounds

Contact with the public may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of

experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.