

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **LICENSED PRACTICAL NURSE**

Spec No. 2104

### **BASIC FUNCTION**

Provides basic direct practical nursing care to inmates in the County Jail.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Administers and dispenses prescribed medications; sets up medication trays according to written directions.
2. Assists with the preparation of treatment carts of daily treatments such as skin care, dressing changes, ointment applications, ear irrigations and the removal of slivers.
3. Summons help in a medical emergency; performs emergency treatment until the arrival of a registered nurse or a physician; refers cases of severe pain or disorder to supervisor or physician in accordance with established policies.
4. Takes recordings of vital signs including respiration, temperature and blood pressure; determines patient's medical and physical needs; performs emergency medical treatment as required.
5. Charts information on patient's health status records and medication logs and prepares required reports.
6. Maintains inventory records of medications, supplies and equipment.

### **STATEMENT OF OTHER JOB DUTIES**

7. Assists with maintaining the cleanliness of the work area.
8. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

State of Washington Practical Nurse License. Successful completion of National Association of Practical Nursing Education and Service, Inc. (NAPNES) Medication Course is preferred. Must be a lawful permanent resident or United States citizen. Must pass job related tests.

### **SPECIAL REQUIREMENTS**

Candidates for employment must successfully pass a criminal history background investigation, a polygraph examination and a psychological evaluation and pre-employment drug screening. Candidates must be at least 21 years old at the time of application. No maximum age. As a condition of continued employment, must maintain Practical Nurse certification and license as required by applicable statutes.

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### KNOWLEDGE AND ABILITIES

Knowledge of:

- practical nurse principles, practices and concepts
- basic problem solving methods
- clinic medications

Ability to:

- utilize basic problem solving skills
- work and effectively communicate with inmates and co-workers
- utilize practical nursing knowledge and apply nursing techniques
- follow oral and written instructions
- keep records and prepare reports
- promptly and accurately assess emergency situations

### SUPERVISION

Employees independently perform recurring duties as assigned by a registered nurse or practitioner. New or unusual assignments are performed under specific instructions and technical direction by a registered nurse or practitioner.

### WORKING CONDITIONS

The work is performed in a maximum security detention facility. Employees are required to work weekends, swing shift and holidays as assigned. Employees may be required to restrain, lift or move inmates for emergency medical purposes. There is constant exposure to hazardous chemicals, hazardous waste, bio-hazardous material; pharmaceuticals, infectious diseases and in-person contact with inmates. Physical and mental demands include ability to perform tasks involved in operating common office equipment; move and/or lift up to forty (40) pounds; sit and stand for long periods of time; manual dexterity to include bending, stooping, pushing, pulling and reaching; digital dexterity; talking; seeing; hearing; reasoning and analyzing complex information.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: February 1986

Revised: December 1986, January 1993, April 2002, May 2002, April 2003, June 2018

Previous Spec No. 372352

EEO Category: 3 - Technicians

Pay Grade: 855 – Corrections Support Pay Plan

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Workers Comp: 1501 Hazardous

Approved by the Snohomish County Civil Service Commission July 10, 2013.

Approved by the Snohomish County Civil Service Commission June 6, 2018.