

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title:** NURSE, LICENSED PRACTICAL

**Reports To:** Designated Supervisor

**UW Job Code:** 5222

**UW Job Family:** 51 – Technicians

**SOC Code:** 29-2061

**FLSA:** Non-exempt

**Pay Grade:** 20

**Date:** 4-1-95 (revised 6-15-01; 7-1-02; 6-19-03; 7-1-04; 7-1-08, 9-1-22)

### **JOB PURPOSE:**

Prepare patients for examination; assist physician/resident/practitioner with routine medical procedures.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Greet patients and ascertain problems to be examined; take and record pertinent vital signs, including blood pressure, pulse and respiration rate.
- Obtain necessary specimens and prepare patients for examination.
- Administer immunizations and medications (does not include IVs), as directed.
- Assemble and use equipment including catheters, tracheotomy tubes and oxygen supplies.
- Clean instruments; wrap and label for autoclave sterilization and return to designated location.
- Maintain adequate supplies in treatment, cast, and examining rooms; maintain cleanliness of work area; report items for re-ordering.
- Give Cardiopulmonary Resuscitation (CPR), record vital signs, and assist during medical emergencies, as directed.
- Answer phones, take messages, maintain patient flow; may fill out itemized super bill.

### **SUPPLEMENTAL FUNCTIONS:**

- May inventory narcotics and drug supplies.
- May chart and report nursing care activities performed and report observations.
- May assist physician in outpatient procedures or with other tests as supervised by physician.

### **COMPETENCIES:**

- Analysis/Problem Identification
- Attention to Detail
- Consistency
- Quality Orientation

- Sensitivity
- Service Orientation

**MINIMUM QUALIFICATIONS:**

Education: **Certification from an accredited school of nursing program**

Experience: **1 year nursing experience**

Required licensure, certification, registration or other requirements:

- **Valid State of Wyoming Licensure as a Practical Nurse**
- **Certification in CPR is preferred.**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Nursing protocols, methods, techniques and medical terminology.
- Medical clinical protocols and procedures.
- Patient evaluation and triage methods, concepts and practices.
- Communication methods and techniques.
- Procedures and standards for administration of medication, immunizations and patient care.
- Patient charts and patient medical histories.
- Medical supplies, equipment, and services ordering and inventory procedures.
- Applicable medical equipment operation (catheters, tracheotomy tubes, oxygen, autoclaves).
- Nursing licensure requirements.
- Applicable OSHA health, environment and safety, University, federal, and state laws, rules and regulations.

Skills and Abilities to:

- Observe, interview, and notate patient symptoms.
- Triage patient complaints.
- Safely operate various medical equipment according to established standards.
- Prepare and process laboratory samples using established protocols.
- Educate patients and/or families on nature of disease and provide instruction on proper care and treatment.
- Maintain calendars and schedule appointments.
- Safely move up to 100 pounds one-third of the time.
- Work as a team member and foster a cooperative work environment.

**WORKING CONDITIONS:**

Medical clinic environment; regular exposure to biological and chemical hazards, fumes, vapors, noise and confined spaces; standing, sitting, reaching and using hands are regular requirements of the position.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.