

PART I

HAWAII HEALTH SYSTEMS CORPORATION  
STATE OF HAWAII

Class Specification  
for the:

LICENSED PRACTICAL NURSE SERIES

~~HE-06; HE-08; HE-10~~

BU:10

Series Definition:

This series includes all positions which perform, or supervise and perform, a variety of personal care, nursing care, and related technical work requiring technical knowledge, skills and abilities typically acquired through a formal education program in practical nursing approved by the Hawaii State Board of Nursing, and requiring possession of a practical nursing license. Positions in this series are assigned to perform nursing tasks under the supervision and direction of a registered professional nurse or physician. Such tasks require a knowledge of specialized, technical procedures and the ability to observe, record and report on the general and specific physical and mental conditions of patients, and the signs and symptoms which may be indicative of significant changes in the condition of patients.

Positions in this series are located in various types of hospitals, clinics and institutions in situations where practical nursing services are required. In hospitals, positions in this series may be assigned to one, or rotate among, the various nursing units and/or services of the facility such as medical and surgical, intensive care, coronary care, emergency, obstetrics, pediatrics, geriatrics, rehabilitation, operating room, recovery room, psychiatric, extended care, etc.

Specialized technical procedures and/or assignments typical of this series are: 1) preparation for and administration of prescribed selected medication (oral, rectal, inhalation, hypodermic, intramuscular, ear, nose, eye, topical, vaginal and recording of such on patient's medication chart, etc.); 2) catheterizations (urinary) of female patients (insertion, retention and removal); 3) irrigation of catheter (urinary); 4) application of sterile dressings (dry, moist); 5) application of sterile compresses (hot, cold); 6) administration of enemas (oil retention, siphonage); 7) irrigation of throat; 8) preoperative care; 9) postoperative care; 10) insertion of gavage tube; and 11) serving as "in charge" or team leader of assigned intermediate care patients in a ward or other patient care unit or a small facility during the evening or night shift.

The descriptions of work assignments characteristic of this series do not detract from management's authority to assign duties and responsibilities to individual positions. The

prerogatives to make appropriate assignments to licensed as well as unlicensed individuals and to make staffing decisions belong to management. The exercise of those prerogatives is based on the responsibility of management to determine methods, means, and personnel by which operations are to be conducted; to maintain efficiency of operations; to meet the needs of operational requirements within applicable laws, policies, rules and regulations; and to ensure that employees are used within the limitations of their qualifications as a licensed practical nurse or as a para-medical assistant.

Positions in this series are filled by individuals who possess a current practical nursing license issued by the Board of Nursing. However, possession of a practical nursing license in itself will not substantiate allocation of an employee's position to this series since the determinant factor for classification purposes shall be the nature and variety of nursing tasks assigned. Positions in this series may also, in certain work situations, perform many nursing tasks which may also be performed by unlicensed positions in more routine situations. These include such tasks as taking vital signs of patients (temperature, blood pressure, pulse and respiration); collecting specimens (sputum, urine, etc.); and other tasks described in classes of the Para-Medical Assistant Series.

There may be instances when management may assign the performance of one or a limited number of the specialized technical procedures and/or assignments discussed in this series to unlicensed individuals; for example, in an emergency situation, or in certain simple nursing situations where the clinical state of the patient is stable. The positions of such individuals will not however, be allocable to this series since they will not reflect the scope of assignments and range of knowledge of specialized, technical procedures and abilities required of licensed practical nurses.

#### Levels of Work:

Three levels of work have been identified. These levels are primarily a result of the interaction of three factors which are discussed at each level. These factors are:

1. Nature of assignment (technical complexity and condition of patient).
2. Supervision received.
3. Supervision exercised.

LICENSED PRACTICAL NURSE I  
(INACTIVE 4/25/2012)

6.770

#### Duties Summary:

~~Provides a variety of personal and practical nursing care, and performs related technical work; and performs other duties as required.~~

Distinguishing Characteristics:

~~This is the entry level of work for the newly licensed employee without work experience. Not only is there the necessity for initial orientation and in-service training to familiarize the employee in the specific nursing policies of the institution, but there is also supplemental training in technical procedures and techniques and developmental assignments as preparation for work of the next higher level. Initially an employee receives close supervision and work performance is systematically observed to ensure that prescribed procedures and necessary precautions are followed. As competence is demonstrated, supervisory control is relaxed with regard to the performance of repetitive procedures. On non-repetitive procedures, guidance from a registered professional nurse, physician or higher level licensed practical nurse is normally available.~~

~~During initial assignments, the clinical state of patients is relatively stable so that the applicable nursing care and related technical procedures are comparatively routine and simple. Subsequently, employees perform more complex nursing care and related technical procedures in situations requiring greater knowledge of specific patient conditions and a broader range of specific treatment procedures.~~

Examples of Duties:

~~Attends orientation and in-service training sessions; provides personal care to patients and attends to various nursing routines and related technical work, including the preparation for and administration of prescribed selected medication; observes patients' appearance, behavior symptoms, etc.; and monitors vital signs in situations where these factors have a specific bearing on their condition and the course of medical treatment and reports observations to supervisor; posts information and maintains pertinent records; provides health education and guidance to patients and/or families; performs specialized technical nursing procedures for developmental purposes in accordance with close supervision or more general supervision as competence is demonstrated.~~

Knowledges and Abilities Required:

~~Knowledge of: Basic practical nursing principles and practices relating to nutrition, community health, rehabilitation, mental health, pharmacology, and medical/nursing/patient relationships in the care of medical, surgical and mentally ill patients; nursing care of mothers, the newborn and children; basic psychological concepts and basic human behavior; general structure and functions of the human body.~~

~~Ability to: Apply basic practical nursing principles and practices; maintain records and prepare reports; respond quickly and take appropriate action in emergencies; follow oral and written instructions; establish and maintain effective relationships with other staff, patients and others.~~

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LICENSED PRACTICAL NURSE II  
(abolished 7/03/17)

6.772

Duties Summary:

Provides a variety of practical nursing care, and performs related technical work; may serve as "in charge" or team leader of assigned intermediate care patients in a ward or other patient care unit or a small facility on the evening or night shift; may supervise paramedical assistants and other unlicensed personnel; and performs other duties as required.

Distinguishing Characteristics:

This is the experienced level of work in this series. An employee in a position at this level performs the full range of practical nursing care and related technical work. Such work requires a broad and sufficiently detailed knowledge of the various conditions of patients and the effects of the variety of applicable treatments. In cases requiring advanced specialized treatments and procedures, a registered professional nurse or a physician may provide specific instruction. However, it would normally be expected that an employee in a position in this class is able to carry out such treatments and procedures based on previous training and experience.

The work of positions in this class is normally performed quite independently, although periodic review and consultation may be necessary to ascertain that procedures are being followed in a manner that insures quality patient care. Moreover, the supervisor or other competent personnel are available to take charge of emergencies and/or give advice when needed.

Examples of Duties:

Provides nursing care to patients, including treatment of wounds (cleaning, changing packs and dressings); irrigation of catheters using aseptic techniques; irrigation of colostomies using aseptic techniques; observes patients' appearance, behavior symptoms, etc., and monitors vital signs in situations where these factors have a specific bearing on their condition and the course of medical treatment and reports observations to supervisor; prepares for and administers prescribed selected medication (oral, rectal, inhalation, hypodermic, intramuscular, ear, nose, eye, topical, vaginal) and records on patient's medication charts observes patients for signs of adverse reactions to medication and for reactions over a term of dosage that indicate the point at which dosage is to be changed and informs the supervisor; monitors the rate of flow of intravenous fluids, keeping it at the prescribed rate, adding prepared bottles of fluid, and discontinuing the fluid as directed.

Assists in the care of critical patients whose condition is unstable; performs prescribed treatments; continuously observes patient for changes in vital signs, overall condition; continuously observes the proper functioning of supportive equipment such as drainage

~~tubes and respiratory therapy apparatus; determines need for and may initiate appropriate emergency procedures.~~

~~Prepares for and administers prescribed dosages of vaccines and toxoids in immunization programs.~~

~~Scrubs for surgery, including major surgery such as extensive gastrointestinal, thoracic, major orthopedic, cardiovascular, and radical lymphadenectomy; maintains asepsis throughout the operating procedures; passes appropriate instruments, sponges, sutures, suction, cauteries, etc., to the surgeon in accordance with a thorough understanding of what is required at each stage of the operating procedure; maintains alertness for complications arising during the course of surgery, such as hemorrhage, cardiac arrest, shock, etc., and furnishes instruments as necessary in emergencies; assists with check of sponge count; disposes of contaminated instruments and supplies; handles and prepares specimen obtained during surgery; controls safety hazards; ensures working condition of equipment; anticipates need for and provides additional supplies and equipment for surgical team; ensures proper lighting during different stages of the operation, and may circulate in an emergency and/or other selected situations with back-up support from a registered professional nurse (circulating).~~

~~Serves as "in charge" or team leader of assigned intermediate care patients in a ward or other patient care unit or a small facility during the evening or night shift, receives nursing report from the previous shift and makes nursing report to the following shift to assure continuity of nursing care around the clock, sets priorities during the shift, assigns and oversees work of unlicensed personnel.~~

Knowledges and Abilities Required:

~~In addition to the knowledges and abilities required at the previous level, the incumbent of a position in this class must possess a thorough knowledge of practical nursing principles and practices relating to the applicable area(s) of assignment; medical, surgical, nutrition, community health, rehabilitation, mental health, pharmacology, nursing care of mothers, the newborn and children, and be able to apply those knowledges as well as oversee the work of non-licensed nursing personnel and others.~~

LICENSED PRACTICAL NURSE III

6.774

Duties Summary:

Under the supervision of a registered professional nurse or physician, supervises and participates in a program of practical nursing and patient care services; and performs other duties as required.

Distinguishing Characteristics:

This is the working supervisor level in this series. Under the professional supervision of a registered professional nurse or physician, a position in this class supervises permanent subordinates consisting of one or more licensed practical nurses as well as unlicensed personnel. Supervisory duties include the full range of responsibilities that constitute supervision such as training subordinate(s), assigning work, reviewing work, evaluating work, recommending approval of leave, dealing with matters of employee relations, etc.

Examples of Duties:

Under the supervision of a registered professional nurse or physician, supervises and participates in a program of practical nursing and patient care services; trains and guides, assigns work, reviews work, evaluates work, etc., of subordinate(s); requests professional services as necessary; coordinates services with other clinical services; participates in work of subordinate(s); makes requisitions for equipment and supplies; prepares and submits appropriate reports.

Knowledges and Abilities Required:

In addition to the knowledges and abilities required at the previous level, the incumbent of a position in this class must possess a knowledge of the principles and practices of supervision and be able to apply these principles and practices.

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This is the first series definition and specifications for the LICENSED PRACTICAL NURSE SERIES which is established in addition to the classes PARA-MEDICAL ASSISTANT II, III and IV approved on March 30, 1967.  
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This class is adopted from the State of Hawaii, relative to the transfer of classification and compensation jurisdiction to the Hawaii Health Systems Corporation, effective July 1, 1998, pursuant to Act 262, Session Laws of Hawaii, 1996.

APPROVED: \_\_\_\_\_  
JANICE WAKATSUKI  
Vice President/Chief Human Resources Officer