Function and Location

This position is located in a community health nursing program which provides a variety of health/nursing services to families and individuals in the community.

The primary purpose of this position is to perform practical nursing care and related technical work in a community health program. Services are provided at clinics, through selected home visits, and at the office. The work may involve a considerable amount of independent field work to provide services to, monitor, and follow up with clients/families.

Key Duties and Responsibilities

1. Administer treatment, including but not limited to prescribed medications, suctioning, gavage feeding, dressing changes, oxygen, etc., as ordered by the physician.

2. Administer medications/immunizations with strict adherence to standing orders and seek assistance from the Registered Nurse for situations that arise which are not addressed in the standing orders; document completely medications/immunizations administered or any contraindications which have been identified as the basis to defer administration of medications/immunizations.

3. Administer emergency treatment responses following established protocols.

4. Observe client/patient for signs and symptoms of illness that may impact on the treatment; take vital signs; record information in the patient’s record and report questionable findings to the Registered Nurse or physician.

5. Perform screening tests (e.g., tuberculin skin test, hemoglobin, urinalysis, vision, hearing, developmental screening and other tests); document findings in the patient’s record and report questionable findings to the Registered Nurse.
6. Interpret results of screening tests to client/parent/care giver and seek assistance from the Registered Nurse for questionable findings for follow up.

7. In select cases, make follow-up home visits, telephone and/or office visits to monitor vital signs, administer medications and/or tuberculin skin test; provide instructions in child care; demonstrate child care/care giver skills; model specific behaviors; conduct tuberculosis contact investigation and follow-up; encourage follow up of treatment recommendations; collect information/data critical to the overall assessment of the client/family under the direction of the Registered Nurse.

8. Maintain client confidentiality at all times and adhere to client's rights to informed decision making.

Other Duties

In addition to the key duties and responsibilities, this position may be assigned to:

- Maintain clinic records and prepare clinic reports; transport records, equipment, and supplies to clinics; set up clinics and restore facilities; take inventory of supplies and equipment; requisition supplies and medications; maintain equipment in working condition; prepare and maintain clinic and client/patient records; maintain strict adherence to vaccine management standards and proper storage of medications/drugs; follow up with client/family regarding missed appointments; ascertain barriers/reasons and provide new appointments; seek assistance from the Registered Nurse, as needed; collect, store, and transport laboratory specimens; transport sealed biohazard containers to the laboratory for proper disposal; supervise lower level health workers (i.e., Para Medical Assistants or volunteers); and perform other related duties as assigned.

Knowledge and Abilities used in Performing Key Duties at the Full Performance Level

Knowledge of the policies, procedures and work rules of the work site; specific minimum requirements in the administration of vaccines; valid versus invalid contraindications to administration of vaccines; vaccine management standards as defined by the Centers for Disease Control; rationale for various screening tests and proper administration of such tests; and the ability to perform screening tests with a
high degree of reliability and accuracy; consistently identify questionable findings; and independently conduct home visits. Demonstrated proficiency in the application of all of the knowledge and abilities required.

Controls Exercised over the Work

A Registered Nurse provides supervision to the position.

**Instructions Provided:**  Entry level employees are provided specific and detailed instructions; full performance employees are provided general instructions, and specific instructions in new and unusual situations.

**Assistance Provided:**  Entry level employees are provided close guidance in performing tasks; full performance employees perform work independently, and seek assistance from the supervisor when unusual situations arise or for clarification of findings and review of actions/interventions to assure meeting the outcomes of the nursing care plan.

**Review of Work:**  Entry level employees receive close and frequent review of work performed; the work of full performance employees is reviewed periodically to ensure the provision of safe, quality care; proper evaluation of client/patient health status and recommendations for changes in treatment orders; and adherence to nursing policies, procedures, and protocols.

Prerequisite Qualifications Required for the Entry Level

**Knowledge of:**  the nursing process; body structure and function; principles of asepsis; universal precautions; infection control; principles of administering medications; patient preparation for prescribed treatments and procedures; data-gathering techniques; interpersonal communication skills; alternative methods of communication for patients with special needs; environmental and patient safety; patient rights; individualization of care, including religious, cultural and developmental influences; patient age groups and the developmental process characteristic of these age groups; team participation in care planning and evaluations; therapeutic and life-saving procedures; specialized equipment; maintenance of optimal body functioning and prevention of complications; principles of body mechanics and assistive devices; comfort measures; obvious signs of emotional and mental health problems; chemical dependency; adaptive and maladaptive behavior; sensory deprivation and overload; abusive and self
destructive behavior; concepts of wellness; reproduction and human sexuality; birthing and parenting; and growth and development, including dying and death.

**Ability to:** Apply practical nursing principles and practices; read, write, speak, understand and communicate effectively with others in English; 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.

**License:** A current State of Hawaii license to practice as a practical nurse.

**Education/Specialized Training:** As required to apply for a State of Hawaii license as a practical nurse.

**Driver’s License:** Applicants must possess a valid State of Hawaii Driver’s License, Type 3.

**Physical Requirements:** All employees must be physically able to perform the essential duties of the position. The general types of physical abilities involved, and examples of the tasks requiring these abilities, follows:

<table>
<thead>
<tr>
<th>Sensory:</th>
<th>Read typewritten and/or handwritten orders and notes in patient charts; measure medications; distinguish colors; observe changes in a patient’s skin color and condition; hear through a stethoscope to measure a patient’s blood pressure and listen for heart and lung sounds.</th>
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<tr>
<td>Coordination and Dexterity:</td>
<td>Pour/measure medications; change dressings; and administer medications/immunizations subcutaneously and intramuscularly.</td>
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<tr>
<td>Strength and Stamina:</td>
<td>Lift, transfer, reposition, move patients; and subdue uncontrolled patients</td>
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<tr>
<td>Mobility:</td>
<td>Move freely throughout the work setting and respond to emergency situations quickly.</td>
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Prerequisite Qualifications Required for the Full Performance Level

In addition to the qualifications required at the entry level:

**Experience and Essential Knowledge and Abilities:** One (1) year of progressively responsible work experience as a licensed practical nurse (or registered professional nurse), in performing a variety of personal care, nursing care and related technical work which demonstrated knowledge of practical nursing principles and practices; patient age groups and the developmental process characteristic of these age groups; and the ability to independently provide patient care and/or treatment that is appropriate to the age, medical condition and/or developmental status of the patients/clients served; and 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.

**Desirable Qualifications:** Ability to communicate clearly with clients/families as well as with peers and other professional health care providers; ability to work effectively with other team members and all segments of the population with a focus on service to the community/public; show respect/sensitivity to cultural issues that impact on client/patient/family health status, as well as the varied client population served; ability to identify personal strengths and areas of need; ability to seek out learning opportunities to enhance knowledge and skill; convey a positive attitude toward learning and adaptation to an ever-changing health care environment; demonstrate flexibility.

Revised Effective: December 16, 2006