



## City of Kansas City, Missouri Job Class Specification

**Job Title:** LICENSED PRACTICAL NURSE

**Department:** HEALTH

**Job Code:** 4046

**Status:** NONEXEMPT

**Grade:** L-5

### Summary

This is a highly responsible position that works under the direct supervision of the Public Health Nurse Supervisor for programmatic and clinical issues. The position requires the exercise of prudent judgment and initiative within the Division. The work may require a high-efficiency respirator mask and other personal protective equipment when delivering services within an area assessed as elevated risk for exposure to infectious diseases.

Reports directly to and is evaluated by the Public Health Nurse Supervisor. Interacts with the Public Health Nurse, Medical Assistant, and roles including other Division Managers, Program Managers, and Public Health Nurses within the Department as well as community organizations, physicians, hospitals, clinics, and the staff of other local health departments, the Missouri Department of Health and Senior Services and the Kansas Department of Health and Environment.

### Duties and Responsibilities

- Perform the duties of a Public Health Licensed Practical Nurse in the Division of Communicable Disease Prevention and Public Health Preparedness.
- Interact with clinic patients, to include greeting, rooming, taking health histories, preparing the patient for exams or procedures, collecting lab specimens, administering medication as directed by the health care provider, and providing education and follow-up directions to the patient.
- Ensure timely, accurate communication and complete patient documentation, including verbal and written correspondence with the patient or the patient's representative.
- Record health information in the electronic health record and keep medical records up to date and accurate.
- Review medical records before patient appointments to ensure appropriate and relevant information is available to the provider.

**Duties and Responsibilities (cont.)**

- Complete diagnostic tests and administer injections as ordered by the health care provider.
- Conduct field visits, medical record searches, and solicit medical information from all mandated sources, including interviewing clients as necessary to obtain required information.
- Ensure exam rooms, and clinic areas are stocked with adequate supplies to promote efficient patient care.
- Assure that all morbidity and out-of-jurisdictional reports from participating hospitals are copied and routed to the appropriate jurisdictions within specified time frames.
- Collect, transport, complete documentation, and interpret specimens from laboratory screening tests.
- Perform venipuncture, sputa induction, and chest radiographs and provide injections or oral medications as may be necessary.
- Attend and participate in department meetings, committees, and discussions as directed.
- Assure that all information disseminated, either written or verbal, is appropriate for the intended audience, up-to-date and accurate in content, and of professional quality, and is reviewed by the appropriate supervisor or designee before dissemination as appropriate.
- Obtain and maintain access to remote medical records databases of participating hospitals.
- Assist with community-based outreaches, vaccination clinics, tuberculosis screenings, and other Health Department Communicable Disease activities.
- Conduct patient care delivery and diagnosis-based case management activities in the Division of Communicable Disease Prevention and Public Health Preparedness.
- Performs all other duties as assigned.

**Technical Skills**

Must demonstrate a thorough knowledge of clinical care delivery, infection control, and patient safety and their application to specific communicable diseases; community resources available to persons in need of health and social services; the dynamics of social and economic factors impacting community served; the dynamics of traditional and non-traditional families and alternative lifestyles; communicable disease control and epidemiology; programs and objectives of community health agencies.

Must have considerable knowledge of preventative health measures and disease process assessment.

Must demonstrate the ability to wear high-efficiency respirator masks and other personal protective equipment, lift 50 pounds, climb stairs.

Must demonstrate skill in the basic clinical techniques and procedures such as venipuncture, sputa induction and collection, chest radiographs, injections and assisting with providing oral medications to patients.

**Education and Experience**

Must possess a Licensed Practical Nurse licensure from the Missouri Board of Nursing.

**Certificates/  
Licenses/Special  
Requirements**

Successfully passed the National Council of Licensure Exam—Practical Nursing (NCLEX-PN).

- Must possess a valid State –issued driver's license in accordance with the City of KCMO policies.
- Must pass a physical examination as prescribed by the City.
- Will be required to pass a preemployment drug screen
- Must pass a background check as prescribed by the City.

**Supervisory  
Responsibility**

None.

**Supervision  
Received**

Work is performed under general supervision of a Public Health Nurse Supervisor.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions and perform any related duties as required. Reasonable accommodation will be provided for qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created  
Revised**

01/2023 , 01/2024