

EMPLOYEE:

CLAIM #



## Job Analysis Form

ALTERNATE FORMAT AVAILABLE

**JOB TITLE** Jail Licensed Practical Nurse

**JOB CLASSIFICATION** Licensed Practical Nurse

**DOT TITLE** Nurse, Licensed Practical

**DOT NUMBER** 079.374-014

**DEPARTMENT** Public Health, Seattle-King County

**DIVISION** Jail Health Services, CHARS

**# OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE** 35

**CONTACT'S NAME & TITLE** Mark Alstead, Operations Manager

**CONTACT'S PHONE** (206) 263 8323

### ADDRESS OF WORKSITE

Jail Health Services King County Public Health  
King County Correctional facility  
500 5<sup>th</sup> Avenue, 6W  
Seattle, WA 98104

**VRC NAME** Kyle Pletz

**DATE COMPLETED** 4/27/04

**VRC NAME** Jeff Casem

**DATE REVISED** 9/16/09

### WORK HOURS

8 hours a day, 5 days a week with 2 fifteen-minute breaks and one 30-minute lunch per shift. The three regular shifts are 6:20-2:20, 2:20-10:20, and 10:20-6:20. Work is performed in a facility that operates 24 hours per day and 7 days a week.

**OVERTIME** (Note: Overtime requirements may change at the employer's discretion)  
Optional, on an occasional basis. Mandated on a rare occasion up to 4 times in a year.

### JOB DESCRIPTION

Under general supervision, provides a variety of nursing services in the jail setting, including, but not limited to: administers medications, immunizations and other treatments; counsels and educates patients in health care matters; coordinates care with registered nurses, physicians, nurse practitioners, and other members of the health care team. Licensed Practical Nurse can work in any of the following posts: Psychiatric, Med Pass, Infirmary, Clinic or Intake and Release (ITR).

### ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgment.

5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

### **JOB SPECIFIC REQUIREMENTS**

Must possess a current Washington State license as Licensed Practical Nurse. Graduation from an approved Practical Nursing program. Washington State Driver's License or the ability to provide transportation to work locations with limited or no public transportation services. Must be able to successfully complete a background check prior to hire. Current CPR, venipuncture, and pharmacology knowledge. Excellent communication skills. Must be able to ambulate throughout multi-floor facility and climb stairs rapidly. Computer skills required. Must possess knowledge of medical terminology, anatomy, physiology and pathophysiology as well as equipment, supplies and materials needed for medical treatment. Must have knowledge of basic laboratory procedures including preparation and screening, health care system structure and function, infectious disease management, control and safety standards, Washington State law relating to nursing care (WAC 18.79) and of the Patient Bill of Rights. Must also possess knowledge of human systems (wellness, illness, growth and development, nutrition, behavioral, psycho-social and family systems). Must have skill in phlebotomy, assessment, problem solving, Interviewing, time management, crisis intervention, initiating appropriate emergency response, and establishing working relationships and working with diverse populations and cultures and establishing working relationships and working with diverse populations and cultures, handling a number of tasks simultaneously, reading and following written medical orders. The employee must be able to perform the duties of all posts.

### **ESSENTIAL FUNCTIONS**

1. Provides general nursing services for jail inmates.
2. Obtains, verifies and records health history of patients.
3. Using clinical nursing assessment skills including observation, physical examination, chart review, biological samples and history-taking, determines the need for referral to other medical and nursing staff according to the Jail Health Services "Guide to Nursing Practice".
4. Performs and records height and weight measurements.
5. Records vital signs.
6. Performs diagnostic tests, medical treatments and EKG's as ordered.
7. Assists practitioners with special procedures.
8. Administers a variety of medications and treatments according to clinical practice guidelines.
9. Observes patients for response to treatment, documents and refers according to nursing guidelines, discusses possible side effects of medication.
10. Cleans and treats minor wounds and abrasions.
11. Obtains a variety of medical specimens and cultures including blood and urine samples and throat cultures.
12. Coordinates collection and pick up of lab specimens.
13. Performs a variety of lab tests such as pregnancy tests, urine dip stick. Blood glucose and others.
14. Documents all nursing care in accordance with Department policy and jail health nursing guidelines using the electronic medical record.
15. Transcribes medical, dental and psychiatric orders in the electronic medical record .

16. Explains to patients further tests and examinations to be performed by physicians and practitioners.
17. Monitors exam room stock and orders supplies.
18. Maintains laboratory supplies.
19. Sterilizes surgical instruments.
20. Checks and arranges for maintenance of emergency equipment.
21. Checks temperatures in refrigeration and incubation units according to post orders.
22. Provides basic health information to patients and community.
23. Consults with co-workers, physicians and practitioners on patient care issues.
24. Works with Department of Adult and Juvenile Detention personnel to assure and complete patient care activities.
25. Keeps records and prepares reports and statistics as needed.
26. Performs related duties as required.

### **NON-ESSENTIAL FUNCTIONS**

Extra shifts and overtime may be available.

### **PERSONAL PROTECTIVE EQUIPMENT USED**

Lab coat, gloves, mask and eye protection.

### **OTHER TOOLS & EQUIPMENT USED**

Computer, wheelchair, keys, charts, files, fax machine, telephone, bandages, casting materials, med cart, autoclave, scale, fax machine, various medications, oxygen, syringes, and blood pressure cuff. The employee may also use emergency response equipment that may include defibrillator, backboard, bandages, emergency kit, and suction machine.

### **PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED**

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rarely = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

Highly Repetitive = Repeating the same motion every few seconds with little or no variation for more than two hours total per day.

### **This job is classified as**

Medium—exerting 20 to 50 pounds of force occasionally, and/or 25-50 pounds of force frequently, and/or 10-20 pounds of force constantly.

### **Standing**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently on cement, linoleum, anti fatigue mat, and carpeted surfaces for 1.5 hours at a time for up to 4 hours total in a work shift. Most commonly occurs while pouring medications, interviewing patients, performing med pass duties, performing autoclave duties and waiting for elevators and doors to be opened by the Detention Officers.

### **Walking**

Health Care Provider initials if restricted\_\_\_\_\_

Frequently on cement, linoleum, anti-fatigue mat, and carpeted surfaces for distances of up to 400 feet for up to 1 hour at a time for up to 4 hours total in a work shift. Most commonly occurs while performing med pass duties, walking within the clinic, responding to codes (which may require rapid ambulation throughout the multistory facility) and collecting sharps. The LPN may need to walk as far as 400 feet when walking from the King County Correctional Facility to the King County Courthouse 2 blocks away to provide critical medications to inmates.

### **Sitting**

Health Care Provider initials if restricted\_\_\_\_\_

Occasionally to frequently on an office chair for up to 1 hour at a time for up to 4 hours total in a work shift. Most commonly occurs while using the electronic medical record when reviewing and documenting in patient charts and notes as well as when performing psychiatric post duties.

### **Climbing stairs**

Health Care Provider initials if restricted\_\_\_\_\_

Occasionally for up to 3 minutes at a time while climbing up to 30 steps for up to 15 times total in a work shift. Most commonly occurs while performing med pass duties and responding to emergencies. The Staff Nurse most commonly climbs a set of 24 steps (between 6<sup>th</sup> and 7<sup>th</sup> floor) up to 30 times a day as well as climbing 30 steps (inmate housing units) up to 15 times per day.

### **Climbing**

Rarely to heights of up to 1 foot for up to 2 seconds at a time and up to 2 minutes total in a shift. Most commonly occurs while using a stepstool to access upper shelves and cabinets in the laboratory, medication room and supply room. The LPN may also need to climb over a bed or similar object when responding to codes.

### **Balancing**

Rarely to heights of up to 1 foot for up to 30 seconds at a time and up to 5 minutes total in a shift. Most commonly occurs while using a stepstool to access upper shelves and cabinets in the laboratory, medication room and supply room.

### **Bending neck up**

Health Care Provider initials if restricted\_\_\_\_\_

Occasionally for up to 3 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while reaching charts and equipment on upper shelves and in upper cabinets as well as conversing with inmates through a pass-through in a door. The LPN may also bend the neck up when sitting at the clinic desk and speaking with inmates or co-workers who are standing.

### **Bending neck down**

Health Care Provider initials if restricted\_\_\_\_\_

Frequently for up to 1 hour at a time for up to 4 hours total in a work shift. Most commonly occurs while charting, performing CPR, performing first aid, taking vitals, pouring meds, assisting with casting and inspecting feet of inmates.

### **Bending/Stooping**

Health Care Provider initials if restricted\_\_\_\_\_

Occasionally on cement, linoleum, and carpeted surfaces for 10 minutes at a time for up to 2 hours total in a work shift. Most commonly occurs while taking vitals, attending to patients on the ground that may be seizing or unconscious, dressing wounds, removing supplies from low

cabinets and shelves, and speaking to patients through waist-high hole in cell doors. On a rare occasion an LPN may be required to respond to an emergency situation by bending to administer CPR or first aid for up to 20 minutes at a time.

**Kneeling**

Health Care Provider initials if restricted \_\_\_\_\_

Rare on cement, anti-fatigue mat, linoleum, and carpeted surfaces for up to 20 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while responding to an emergency situation by kneeling to administer CPR or first aid for up to 20 minutes at a time.

**Squatting**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally on cement, linoleum, and carpeted surfaces for up to 10 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while attending to patients on the ground that may be seizing or unconscious, dressing wounds, removing supplies from low cabinets and shelves, and speaking to patients through waist-high hole in cell doors.

**Reaching above shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for 15 seconds at a time for up to 30 minutes total in a work shift while removing and replacing files as well as reaching for medications and supplies on high shelves or in high cabinets. On a rare occasion when responding to an emergency situation an LPN may need to hold an I.V. bag above the shoulder for up to 10 minutes at a time.

**Reaching at waist to shoulder height**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 4 hours at a time for up to 8 hours total in a work shift while performing med pass and med pour duties, typing, reviewing and revising medical files and notes, taking vitals and dressing wounds as well as obtaining medications and supplies.

**Reaching at knee to waist height**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for 15 seconds at a time for up to 20 minutes total in a work shift while removing and replacing files as well as reaching for medications and supplies on low shelves or in low cabinets.

**Reaching at floor to knee height**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally to rare for 15 seconds at a time for up to 10 minutes total in a work shift while attending to patients on the ground, removing and replacing files as well as reaching for medications and supplies on low shelves or in low cabinets.

**Lifting 1-10 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally to rare for 30 seconds at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 1-5 pounds while removing and replacing files and supplies.

**Carrying 1-10 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally for distances of up to 400 feet for up to 10 minutes total in a work shift. Most commonly occurs with weights of 1-5 pounds while transporting files and supplies. On a rare occasion the LPN may need to respond to an emergency situation by carrying an emergency bag that weighs 10 pounds for up to 400 feet in order to attend to a patient.

**Lifting 11-20 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally to rare for 30 seconds at a time for up to 30 minutes total in a work shift. Most commonly occurs with weights of 15 pounds while lifting an extremity of a patient.

**Lifting 21-50 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rare for 20 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of approximately 25 pounds while supporting the weight of an extremity of a patient or assisting a patient to their feet as well as when lifting a 30 pound bottle of oxygen.

**Lifting 51-100 pounds**

Health Care Provider initials if restricted \_\_\_\_\_

Rare for 5 seconds at a time for up to 10 seconds total in a work shift. Most commonly occurs with weights of up to 100 pounds while assisting a patient to their feet or lifting a patient on to a gurney.

**Pushing and Pulling**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for distances of up to 400 feet at a time with a force of 15-30 pounds for up to 4 hours total in a work shift while opening and closing doors with 15 pounds of force, maneuvering the medication cart with 15 pounds of force to distribute medications to the patients, and maneuvering the emergency cart with up to 30 pounds of force when responding to an emergency situation.

**Handling**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 4 hours at a time for up to 8 hours total in a work shift while performing activities that may include preparing and distributing medicines to patients, removing and replacing files and charts, grasping the handle of the emergency or medication cart, and physically manipulating patients.

**Operating Controls with Hands**

Health Care Provider initials if restricted \_\_\_\_\_

Occasionally to rare for up to 1 minute at a time for up to 30 minutes total in a work shift while taking blood pressure of patients, operating glucometer and utilizing emergency equipment such as a suction machine or defibrillator.

**Fingering**

Health Care Provider initials if restricted \_\_\_\_\_

Frequently for up to 30 minutes at a time for up to 4 hours total in a work shift while writing notes in charts, entering information into computer via keyboard, and removing pills from individual packaging.

**Feeling**

Health Care Provider initials if restricted \_\_\_\_\_

Rare for up to 10 seconds at a time for up to 5 minutes total in a work shift while the pulse of patients or performing injections.

**Talking**

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 10 minutes at a time for up to 7 hours total in a work shift while conversing with Detention Officers, co-workers, and patients.

### Hearing

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 4 hours at a time for up to 8 hours total in a work shift while conversing with Detention Officers, co-workers, and patients. The LPN also needs to listen for disturbances in the jail or potentially harmful situations.

### Seeing

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 4 hours at a time for up to 8 hours total in a work shift while performing computer work as well as examining and modifying chart notes, kites, and files as well as observing the workplace in order to maintain security and to identify potentially dangerous situations

### Working with Heightened Awareness

Health Care Provider initials if restricted \_\_\_\_\_

Continuously for up to 4 hours at a time for up to 8 hours total in a work shift while observing the workplace in order to maintain security and to identify potentially dangerous situations.

### ENVIRONMENTAL FACTORS

Work is performed in a correctional facility setting with direct interaction with felon and misdemeanor inmates. Worker is exposed to potentially violent, intoxicated, and hostile inmates. Worker can be exposed to bodily fluids and biohazards on an occasional basis.

#### The noise level is

Approximately 40-90 decibels. The noise is caused by inmates.

HCP Initials if Restricted

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#### Work environment may include the following exposure(s):

Wet: Rare

Fumes: Rare

Odors: Occasional

Gases: Rare

Moving mechanical parts: Rare-Occasional

HCP Initials if Restricted


### POTENTIAL MODIFICATIONS TO JOB

Orthopedic shoes for increased comfort when walking and standing on cement for extended durations.

Ergonomic chairs for charting and examination areas.

Anti-fatigue mats in the medications room for increased comfort while performing med pass duties.

KING COUNTY JOB ANALYSIS COMPLETED ON:

JOB TITLE: Jail Licensed Practical Nurse

EMPLOYEE:

DOT #: 079.374-014

CLAIM #

## SIGNATURES

Signatures on this page are obtained before the document becomes available for use and are not required each time the document is reused. Obtained signatures are kept on file at King County Safety & Claims. The Health Care Provider signature section is separate and appears on the following page.

Kyle Pletz, Vocational Consultant  
Printed name & title of VRC evaluator

\_\_\_\_\_  
Signature of VRC evaluator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name & title of contact

\_\_\_\_\_  
Signature of contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name & title of employee

\_\_\_\_\_  
Signature of employee

\_\_\_\_\_  
Date



KING COUNTY JOB ANALYSIS COMPLETED ON:  
JOB TITLE: Jail Licensed Practical Nurse  
EMPLOYEE:

DOT #: 079.374-014  
CLAIM #

### HEALTH CARE PROVIDER SECTION

Check all that apply

- ☐ The employee is released to perform the described duties without restrictions on performance or work hours as of \_\_\_\_\_.
- ☐ The employee is released to perform the described duties on a reduced schedule as of \_\_\_\_\_. The recommended schedule is: \_\_\_\_\_  
☐ Temporary until \_\_\_\_\_ ☐ Permanent as of \_\_\_\_\_
- ☐ The employee is released to perform the described job with the following modifications: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ ☐ Temporary until \_\_\_\_\_ ☐ Permanent as of \_\_\_\_\_
- ☐ The employee is not released to perform the described duties due to the following job functions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ ☐ Temporary until \_\_\_\_\_ ☐ Permanent effective \_\_\_\_\_
- ☐ The employee is unable to work in any capacity.  
A release to work is: ☐ anticipated by \_\_\_\_\_ ☐ Not expected

The limitations are due to the following objective medical findings: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Printed or typed name and phone number of Health Care Provider

\_\_\_\_\_  
Signature of Health Care Provider

\_\_\_\_\_  
Date