

APPENDIX J
JOB DESCRIPTIONS

Certified Nursing Assistant (CNA)

Minimum Qualifications	<p>Six (6) months of experience as an Aide Trainee; or one year of paid experience in the care and treatment of geriatric or physically ill patients/residents; and graduation from high school or equivalent.</p> <p>Resources assigned to these positions in a Long-Term Care Unit must be registered and certified by the Pennsylvania Department of Health as having met the competency requirements for performing nurse aide work.</p> <p>Basic Computer Skills to include, but not limited to, Microsoft Office Products.</p>
Role Description:	<p>This is non-professional nursing work in the care of patients/residents and their quarters in a hospital, infirmary, and long-term care unit, or a domiciliary care unit.</p> <p>A resource performs non-professional nursing services in the direct and daily care and rehabilitation of ambulatory and non-ambulatory patients/residents and the maintenance of their quarters. Nurse aide duties are of limited scope and are performed in accordance with established rules and regulations and under specific instructions from registered nurses and/or physicians.</p> <p>Resource participates on the job, in service and formal training in nursing care procedures to update and maintain non-professional nursing care expertise.</p> <p>The work includes assisting and encouraging patients/residents to participate in prescribed rehabilitative and recreational activities as individuals and as members of a group.</p> <p>Work is performed under the close supervision of a licensed professional supervisor who reviews work through reports, ward inspections, and observation, but resources are expected to perform the more routine duties independently.</p>

Correctional Licensed Practical Nurse (LPN)

<p>Minimum Qualifications</p>	<p>Requires current Pennsylvania License for Practical Nurse or is eligible to sit for the Practical Nurse Licensure Examination.</p> <p>Proficient computer skills to include, but not limited to, Microsoft Office products.</p> <p>Ability to enter health data for residents into electronic medical records data base.</p>
<p>Role Description:</p>	<ul style="list-style-type: none"> • Performs all aspects of general nursing care and clinical duties for which licensing and training apply • Reports to work on a regular basis and performs duties for the entire work shift. • Must be available to work overtime as required by management. • Must negotiate stairways in housing units to provide nursing assistance when called to the site. • Interacts with inmate clients to resolve conflicts related to their health care and to supervise them as they work in the medical department. • Communicate both written and orally effectively. • Lift and/or support to reposition, transfer, and ambulate inmates. • Push and pull to move inmates in geri-wheel chairs and meal/medication carts. • Manual dexterity of upper extremities to perform direct patient care. • Corrected vision to be able to visually assess inmates and maintain personal safety. • Must hear sufficiently to communicate and/or telephone, and use of stethoscope. <p>Implements nursing care plans as assigned and directed by the Registered Nurse or Physician by checking vital signs, administering medications, performing treatments, utilizing restorative techniques, and activities of daily living, and reinforces education in order to ensure quality service is provided.</p> <p>Assesses inmates' needs by appropriate observations and reports physical and emotional behavior of inmates.</p> <p>Prepares and administers medications ordered by the physician and records the administration of medications and treatments.</p> <p>Carries out therapeutic treatment prescribed or ordered for the inmate.</p> <p>Adheres to all infection control procedures.</p>

	<p>Completes or assists inmates with daily living activities and hygiene to insure basic physical care needs are met.</p> <p>Inventories supplies and equipment and maintains adequate stock of all treatment areas.</p> <p>Assists in preparing medical incident reports on injuries or sudden illnesses of inmates.</p> <p>Sterilizes supplies and instruments using chemical and steam methods.</p> <p>Administers visual acuity, telebinocular examinations, ekg's. etc.</p> <p>Responds to emergencies and administer first aid and CPR when appropriate medical conditions are present.</p> <p>Maintains job skills by attendance at mandatory in-service, out-service and meetings.</p>
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Correctional Registered Nurse

<p>Minimum Qualifications</p>	<p>Correctional nurse will provide nursing care and treatment for inmates and other detainees in correctional institutions throughout the State.</p> <ul style="list-style-type: none"> • Possession of a current license to practice as a registered nurse issued by the Pennsylvania State Board of Nursing; or possession of a non-renewable temporary practice permit issued by the Pennsylvania State Board of Nursing. • Ability to enter health data for residents into electronic medical records data base. • Proficient computer skills to include, but not limited to, Microsoft Office products. • Available for a temporary assignment, up to 6-months.
<p>Role Description:</p>	<p>Resource performs as a charge nurse, staff nurse or an assessment coordinator providing nursing care and treatment services in a Commonwealth facility for individuals with a mental or physical injury or illness, dysfunctional behavior and/or a developmental disability. As charge nurse, the resource directs and coordinates the delivery of nursing care and treatment for individuals in patient or resident care and treatment area(s), ward(s), unit(s) or living area(s), usually on the evening or night shift. Charge nurses make assessments and decisions in regard to staff utilization and supplies and equipment needs. Charge nurse supervises paraprofessional and/or a non-professional nursing direct care personnel assigned to their patient or resident care and treatment area(s), ward(s), unit(s) or living area(s); and ensures that the coordination of services, coverage of services, and maintenance of records is accomplished. The assessment coordinator develops, implements, and evaluates individualized nursing care and treatment plans for residents; directs, evaluates and coordinates the delivery of nursing care and treatment with members of the nursing staff and interdisciplinary teams; meets with family and residents to assess residents' condition and completes documentation as required by federal and state regulations. The staff nurse is responsible for providing professional nursing care and treatment services in a patient or resident care area; or may be responsible for a nursing specialty care area, such as, infection control or quality assurance/improvement/risk management activities. Work assignments are received in the form of oral or written instructions and resources exercise independent judgment in the application of professional nursing practices. Work is reviewed and evaluated by a Registered Nurse Supervisor, physician or dentist through observation, review of reports and conferences for quality and adherence to established standards in the application of professional nursing practices. Work may be administratively reviewed by another professional supervisor. Nurses are expected to be competent in the following areas at a minimum but not limited: airway insertion, first aid, catheter insertion, AED, administering oxygen, IV therapy, heparin lock insertion and irrigation, medication administration, injections, treatments , vital signs,</p>

nursing protocols, participating in the plan of care, ambu bag, audiogram testing, medications, telebinocular testing, universal/standard precautions, catheter care, catheter insertion, perineal care, documentation of IV therapy, heparin lock insertion, and irrigation, initiation and care of tubing, care of a heparin well, parenteral management, secondary medications, use of IV infusion pump, use of manual flow regulator, venipuncture, IM, intradermal, subcutaneous injections, dose calculations, inhalers, oral, suppository, topical medication administration, documentation on a Medication Administration Record, Tuberculin testing, accepting and documentation of orders from licensed practitioner, if within the scope of practice, transcription of orders, O2 mask and O2 nasal usage, peak flow meter usage, pulse oximeter usage, respiratory mask usage, suctioning, restraints, specimen collection, ventilator care, o & p collection, urine dip stick, wound culture, ace wrap, anti-embolic hose, arm sling, binders, CPR, evacu chair, isolation, knee immobilizer, K-Pad application, braces, traction, control of hemorrhage, decubitus care, drains, dressing changes, ear irrigation, EKG, enemas, eye irrigation, eye staining, glucometer usage, hoyer lift technique, jejunostom tube-enteral nutrition, K Pad machine, nasogastric/gastrostomy feedings, nasogastric tube insertion, nasogastric tube irrigation, nebulizer treatment, nephrostomy, neurological checks, ostomy care, suture/removal, vaginal douche, sterile technique, wound care, blood pressure, vital signs venipuncture, tracheostomy care, full body assessments, including mini mental health status exam, assessing and completing a Plan of Care.

The nurse must function within his/her standards of nursing practice at all times.

Licensed Practical Nurse (LPN)

Minimum Qualifications	Requires current Pennsylvania License for Practical Nurse or is eligible to sit for the Practical Nurse Licensure Examination. Proficient computer skills to include, but not limited to, Microsoft Office products. Ability to enter health data for residents into electronic medical records data base.
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Role Description:	<p>This is practical nursing work in the care and treatment of individuals with a mental or physical injury or illness and/or developmental disability or the care of individuals having difficulty meeting their daily living activities at a Commonwealth facility.</p> <p>A resource implements nursing care plans by performing a variety of practical nursing and individual/patient/resident/inmate care duties including preparing, administering, and recording medications and treatments prescribed by the physician and observing and reporting changes in the physical and emotional behavior of individuals/patients/residents/inmates with a mental or physical injury or illness and/or developmental disability or individuals having difficulty meeting their daily living activities. Work also includes taking and recording vital signs, collecting specimens and preparing and maintaining progress notes and other administrative reports as required. Work also involves participation in carrying out the total treatment program to include habilitation and rehabilitation programs as established by the interdisciplinary treatment team and include daily living and leisure time activities.</p> <p>Work may also involve charge responsibility for a living or patient care area, including responsibility for maintenance of prescribed treatment and therapeutic regimens; overseeing unlicensed personnel; and requesting professional evaluation, treatment or emergency care, as needed. Work is performed in accordance with established laws, rules, and regulations, and appropriate practical nursing standards and nursing procedures. Supervision may be received from a Licensed Practical Nurse Supervisor however, by law, nursing duties which require licensure are performed under the direction of a Registered Nurse or a Physician who reviews the work in progress, through reports and by ward or living area inspections and observations. Nurses are expected to be competent in the following areas at a minimum but not limited to: airway insertion, first aid, catheter insertion, AED, administering oxygen,, IV therapy, heparin lock insertion and irrigation, medication administration, injections, treatments , vital signs, nursing protocols, participating in the plan of care, ambu bag, audiogram testing, medications, telebinocular testing, universal/standard precautions, catheter care, catheter insertion, perineal care, documentation of IV therapy, heparin lock insertion, and irrigation, initiation and care of tubing, care of a heparin well, parenteral management , secondary medications, use of IV infusion pump, use of manual flow regulator,</p>
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venipuncture, IM, intradermal, subcutaneous injections, dose calculations, inhalers, oral, suppository, topical medication administration, documentation on a Medication Administration Record, Tuberculin testing, accepting and documentation of orders from licensed practitioner, if within the scope of practice, transcription of orders, O2 mask and O2 nasal usage, peak flow meter usage, pulse oximeter usage, respiratory mask usage, suctioning, restraints, specimen collection, ventilator care, o & p collection, urine dip stick, wound culture, ace wrap, anti-embolic hose, arm sling, binders, CPR, evacu chair, isolation, knee immobilizer, K-Pad application, braces, traction, control of hemorrhage, decubitus care, drains, dressing changes, ear irrigation, EKG, enemas, eye irrigation, eye staining, glucometer usage, hooyer lift technique, jejunostom tube-enteral nutrition, K Pad machine, nasogastric/gastrostomy feedings, nasogastric tube insertion, nasogastric tube irrigation, nebulizer treatment, nephrostomy, neurological checks, ostomy care, suture/removal, vaginal douche, sterile technique, wound care, blood pressure, and vital signs

The nurse must function within his/her standards of nursing practice at all times.

Registered Nurse (RN) - Direct Care

Minimum Qualifications	<p>Possession of a current license to practice as a registered nurse issued by the Pennsylvania State Board of Nursing; or possession of a non-renewable temporary practice permit issued by the Pennsylvania State Board of Nursing.</p> <p>Ability to enter health data for residents into electronic medical records data base.</p> <p>Proficient computer skills to include, but not limited to, Microsoft Office products.</p>
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Role Description	<p>Resource performs as a charge nurse, staff nurse or an assessment coordinator providing nursing care and treatment services in a Commonwealth facility for individuals with a mental or physical injury or illness, dysfunctional behavior and/or a developmental disability. As charge nurse, the resource directs and coordinates the delivery of nursing care and treatment for individuals in patient or resident care and treatment area(s), ward(s), unit(s) or living area(s), usually on the evening or night shift. Charge nurses make assessments and decisions in regard to staff utilization and supplies and equipment needs. Charge nurse supervises paraprofessional and/or a non-professional nursing direct care personnel assigned to their patient or resident care and treatment area(s), ward(s), unit(s) or living area(s); and ensures that the coordination of services, coverage of services, and maintenance of records is accomplished. The assessment coordinator develops, implements, and evaluates individualized nursing care and treatment plans for residents; directs, evaluates and coordinates the delivery of nursing care and treatment with members of the nursing staff and interdisciplinary teams; meets with family and residents to assess residents' condition and completes documentation as required by federal and state regulations. The staff nurse is responsible for providing professional nursing care and treatment services in a patient or resident care area; or may be responsible for a nursing specialty care area, such as, infection control or quality assurance/improvement/risk management activities. Work assignments are received in the form of oral or written instructions and resources exercise independent judgment in the application of professional nursing practices. Work is reviewed and evaluated by a Registered Nurse Supervisor, physician or dentist through observation, review of reports and conferences for quality and adherence to established standards in the application of professional nursing practices. Work may be administratively reviewed by another professional supervisor. Nurses are expected to be competent in the following areas at a minimum but not limited: airway insertion, first aid, catheter insertion, AED, administering oxygen,, IV therapy, heparin lock insertion and irrigation, medication administration, injections, treatments , vital signs, nursing protocols, participating in the plan of care, ambu bag, audiogram testing, medications, telebinocular testing, universal/standard precautions, catheter care, catheter insertion, perineal</p>
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care, documentation of IV therapy, heparin lock insertion, and irrigation, initiation and care of tubing, care of a heparin well, parenteral management, secondary medications, use of IV infusion pump, use of manual flow regulator, venipuncture, IM, intradermal, subcutaneous injections, dose calculations, inhalers, oral, suppository, topical medication administration, documentation on a Medication Administration Record, Tuberculin testing, accepting and documentation of orders from licensed practitioner, if within the scope of practice, transcription of orders, O2 mask and O2 nasal usage, peak flow meter usage, pulse oximeter usage, respiratory mask usage, suctioning, restraints, specimen collection, ventilator care, o & p collection, urine dip stick, wound culture, ace wrap, anti-embolic hose, arm sling, binders, CPR, evacu chair, isolation, knee immobilizer, K-Pad application, braces, traction, control of hemorrhage, decubitus care, drains, dressing changes, ear irrigation, EKG, enemas, eye irrigation, eye staining, glucometer usage, hoyer lift technique, jejunostom tube-enteral nutrition, K Pad machine, nasogastric/gastrostomy feedings, nasogastric tube insertion, nasogastric tube irrigation, nebulizer treatment, nephrostomy, neurological checks, ostomy care, suture/removal, vaginal douche, sterile technique, wound care, blood pressure, vital signs venipuncture, tracheostomy care, full body assessments, including mini mental health status exam, assessing and completing a Plan of Care.

The nurse must function within his/her standards of nursing practice at all times