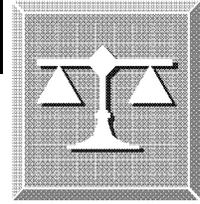


TS-69 May 1983

**General Schedule
Position Classification Standards**



WCPS-2 August 2002

**POSITION CLASSIFICATION
STANDARD
FOR
PRACTICAL NURSE
SERIES, GS-0620**



**Workforce Compensation
and Performance Service**



Practical Nurse Series

GS-0620

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SERIES DEFINITION

This series covers positions which involve a variety of nursing care and practices which do not require full professional nurse education, but require the knowledges and skills represented by the licensing of practical and vocational nurses by a State, Territory, or the District of Columbia.

This standard supersedes, in part, the Position Classification Standard for the Nursing Assistant Series, GS-0621, published in June 1970. That standard has been revised and issued concurrent with the publication of the new Practical Nurse Series, GS-0620.

COVERAGE

Positions are classified in this series when the primary responsibility is for nursing care which requires less than full professional nursing education but requires the knowledges and skills represented by licensure as a licensed practical (vocational) nurse. Such positions typically involve an understanding of the requirements for a patient care plan, knowledge and skill in the preparation and administration of medications, knowledge of physical and emotional reactions to a variety of treatment procedures and skill in maintaining effective work relationships with facility staff, patients and the members of the treatment or nursing care team in the direct service to patients.

Positions in this series are referred to as practical nurses, in some areas as vocational nurses, and are prepared to function under the direction and supervision of a professional nurse and/or doctor. As member of the health care team, they give nursing care to patients, and generally are considered next in skill level to the professional nurse.

Practical and vocational nurses are prepared for nursing practice through a program approved by the appropriate nursing authority in each state. These programs stress clinical experience augmented by academic work, primarily in structured care settings, such as hospitals and nursing homes, where direct supervision is readily available.

Clinical practice is correlated with appropriate therapeutic knowledge and introductory content from the biological and behavioral sciences. Communication skills and mental concepts are integrated into the total program. Practical and vocational nurses are accountable for the care which they provide to patients, and question any order they believe may not be in the best interest of the patient. They are prepared by training to use observation and assessment skills which greatly influence the outcome of patients' care.

Practical and vocational nurses have successfully completed a state-approved written examination and are currently licensed to practice in a state or territory of the United States or the District of Columbia. Continuing education is the responsibility of practical and vocational nurses and is mandatory for relicensure in some states. As recognized members of the health team in both public and private practice, they perform nursing functions commensurate with their demonstrated competencies for patients requiring a significant level of skilled nursing care.

Following orientation to agency policies, practical and vocational nurses are prepared and expected to perform a wide range of nursing tasks, such as:

- 1) Observe, report, and record general and specific physical and behavioral signs and symptoms indicative of change in patient's conditions.
- 2) Prepare and administer medications.
- 3) Prepare and care for patients receiving diagnostic tests and specialized treatments.
- 4) Recognize implications of change and take corrective action or report to the nurse.
- 5) Assist with provision for the emotional and physical comfort and safety of patients.
- 6) Participate with a degree of self direction in rehabilitation according to individual patient's care plan, including patient teaching.
- 7) Contribute to the identification of cultural needs of patients for example, differences in dietary, social and religious customs.
- 8) Use interpersonal skills in contacts with patients, members of the health care team and facility staff.
- 9) Collaborate with and assist members of the health care team in collecting data for assessing, planning, executing and evaluating the nursing care of patients.
- 10) Provide a wide range of nursing care to both acutely ill and long-term patients in medical, surgical and psychiatric settings.

EXCLUSIONS

The following types of positions are excluded from this series:

1. Positions involving performance of work requiring the knowledge and judgment of the professional nurse. (See the [Nurse Series, GS-0610](#).)
2. Positions involving personal care, nursing care or related procedures which do not require the knowledges and skills represented by licensure by a State, Territory, or the District of Columbia. (See the [Nursing Assistant Series, GS-0621](#).)

3. Positions involving, as a primary responsibility, first aid work where a nurse, practical nurse or nursing assistant is not required, including such duties as the preliminary care and proper handling of injured employees, the treatment of minor injuries, the administration of diluents, such as milk, for certain poisonings, the maintenance of accident records, and the preparation of compensation forms and injury reports. (Such positions are classifiable to the [Health Aid and Technician Series, GS-0699](#).)

4. Positions involving, as a primary responsibility, performance of such specialized duties as application and removal of casts, setting up tractions for ward patients, etc. (See the [Health Aid and Technician Series, GS-0699](#).)

5. Positions involving, as a primary responsibility, the operation of medical equipment used for X-rays, electrocardiographs, electroencephalographs, or other specialized work of similar nature. (See the [Diagnostic Radiologic Technologists/Technician Series, GS-0647](#), the [Medical Machine Technician Series, GS-0649](#), and/or other appropriate series.)

6. Positions having as their primary duty professional work in planning and carrying out treatments by occupational therapists, physical therapists, manual arts therapists, corrective therapists, and educational therapists. (See the [Multiseries Classification Standard for Therapists Positions, GS-0633/0639](#).)

7. Positions involving, as a primary responsibility, manual work in hospital wards that is not intimately connected with nursing care and comfort of patients, but is primarily concerned with the cleanliness, orderliness, and sanitation of the ward itself. Such work includes cleaning ward floors; walls; rooms; dishes; manual aid in moving patients as requested; and other miscellaneous manual duties. Such positions are excluded from coverage in the General Schedule.

TITLES

The titles for positions in the series are:

-- Practical Nurse (or Vocational Nurse where appropriate) for positions GS-3 and above.

-- Operating Room Practical Nurse (or Operating Room Vocational Nurse where appropriate) for positions GS-3 and above which involve performance, as a member of a surgical team, of assigned duties in an operating room under the supervision of nurses or surgeons.

-- Psychiatric Practical Nurse (or Psychiatric Vocational Nurse where appropriate) for GS-3 and above positions that involve medical and psychiatric care of patients in psychiatric hospitals and in psychiatric units in general medical and surgical hospitals. Although supervisory responsibilities are not typically assigned to positions in this series, the term "Supervisory" should be prefixed to the titles established above when positions involve

supervisory duties and responsibilities as defined in the [General Schedule Supervisory Guide](#).

EVALUATION OF POSITIONS

Positions covered by this standard are to be evaluated on a factor-by-factor basis using one or more of the comparable Office of Personnel Management benchmarks or the factor level descriptions. The fact that a benchmark does not provide for a specialization at a certain grade level does not preclude placing a position in that specialization and grade. Should the work being evaluated exceed the highest level for any factors described in this standard, the [Primary Standard](#), in conjunction with other FES standards, is to be used to evaluate the factors.

GRADE CONVERSION TABLE

Total points on all evaluation factors are converted to GS grade as follows:

GS Grade	Point Range
1	190-250
2	255-450
3	455-650
4	655-850
5	855-1100
6	1105-1350

FACTOR LEVEL DESCRIPTIONS

FACTOR 1, KNOWLEDGE REQUIRED BY THE POSITION

This factor measures the nature and extent of information or facts which the employee must understand to do acceptable work (e.g., steps, procedures, practices, rules, principles and concepts) and the nature and extent of the skills needed to apply those knowledges. To be used as a basis for selecting a level under this factor, a knowledge must be required and applied.

Level 1-2 -- 200 points

Knowledge of basic or commonly used nursing procedures which typically are reflected in licensure followed by training as a practical nurse or vocational nurse. Such knowledge is illustrated below:

- a) knowledge and skill sufficient to readily acquire orientation in the environment of a hospital ward and its practices and staff members.
- b) knowledge and skill sufficient to properly perform basic nursing care duties such as taking vital signs, taking samples and passing instruments.

- c) knowledge and skill sufficient to gather and report patient information for nurses and the patient care plan.
- d) knowledge and skill sufficient to change sterile dressings, sterilize surgical instruments, and maintain the sterile condition of medical supply items.
- e) knowledge and skill sufficient to prepare and administer commonly prescribed medications.
- f) knowledge and skill sufficient to teach patients how to perform simple tests, e.g., the urine test.
- g) knowledge and skill sufficient to serve as a basic contact with psychiatric patients with sufficient interpersonal skill to reassure patients and to encourage patients to participate in various games and recreational activities.
- h) knowledge of environmental safety, security and privacy of the patient and privileged information for the purpose of ensuring patient's safety and rights.

OR

Equivalent knowledge and skill.

Level 1-3 -- 350 points

In addition to the knowledge and skill described in Level 1-2; knowledge reflected in licensure followed by training as a practical or vocational nurse and sufficient work experience to demonstrate skill sufficient to perform a moderately difficult range of practical nursing care for the purpose of serving as a responsible member of the nursing team providing therapeutic, rehabilitative and preventive care for patients in various stages of dependency. The knowledges, skills and nursing care illustrative of this level are:

- a) knowledge of the common elements of a patient care plan and skill sufficient to provide appropriate verbal information and written facts for a plan of patient care.
- b) knowledge and skill sufficient to give injections, catheterize, irrigate, suction and provide chest care (deep breathing, coughing, etc.) to patients.
- c) knowledge and skill sufficient to identify and use equipment, drugs and supplies properly and to communicate proper use to nurses, medical staff and family members.
- d) knowledge and skill sufficient to conduct procedures such as reality orientation, one-to-one therapy, small group therapy and large group therapy accompanied by supporting documentation.

e) knowledge of diseases and illnesses (such as diabetes) and skill sufficient to participate in patient/family teaching conferences.

f) knowledge of surgical equipment, instruments and supplies and skill sufficient to set up surgical materials and position and drape patients for surgery ranging from hernia to extensive genitourinary surgery.

g) knowledge of and skill sufficient in surgical procedures and terminology and manual dexterity to pass instruments to a surgeon.

h) knowledge of the standard medical terminology for the human body, physical and emotional reactions, nursing care, pharmacology, and contraindications to medications and skill sufficient to provide and gather information in patient care and family conferences with nurses, doctors, patients and family members.

OR

Equivalent knowledge and skill.

Level 1-4 -- 550 points

In addition to the knowledge and skill described in Level 1-3, knowledge of a wide variety of interrelated or nonstandard assignments reflected in licensure as a practical or vocational nurse and broad work experience that demonstrated skill sufficient to resolve a range of problems with responsibility for carrying assignments to completion. The knowledge and skill illustrative of this level are:

a) knowledge of a large body of nursing care procedures, patient's illnesses and diseases, patient's charts, nursing care plans and the requirements of the nursing team and skill sufficient to provide care to a selected patient load of critically ill patients,

AND

b) knowledge of the nursing standards and skill sufficient to assess deviations from normal conditions and immediately modify the patient's nursing care plan with delayed notification to the nurse for concurrence in the modification to the plan.

OR

Equivalent knowledge and skill.

FACTOR 2, SUPERVISORY CONTROLS

(See [Digest 13](#) for guidance on supervisory controls over emergency treatment)

"Supervisory Controls" cover the nature and extent of direct and indirect controls exercised by the supervisor, the employee's responsibility, and the review of completed work. Controls are exercised by the supervisor in the way assignments are made, instructions are given to the employee, priorities and deadlines are set, and objectives and boundaries are defined. Responsibility of the employee depends upon the extent to which the employee is expected to develop the sequence and timing of the work and to modify or recommend modification in instructions. The degree of review of completed work depends upon the supervisor's participation in a close and detailed review of each phase of the assignment or spot check of the finished assignment.

Employees covered by this standard report to a "technical" nurse supervisor for their day-to-day assignments and an "administrative" nurse supervisor who is responsible for technical and administrative matters in the ward.

Level 2-1 -- 25 points

The employee receives specific tasks that are accompanied by clear, detailed and specific instructions.

The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the original instructions.

The employee's tasks are reviewed in process or as they are completed.

Level 2-2 -- 125 points

At the beginning of the tour, the supervisor provides continuing or individual tasks by indicating generally what is to be done, limitations, quality and quantity expected, deadlines and priority of tasks. The supervisor provides additional, specific instructions for new, difficult or unusual tasks including suggested work methods or advice on available source material.

The employee uses initiative in carrying out recurring tasks independently without specific instructions, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help.

The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures through daily rounds. Review of the work increases with more difficult tasks if the employee has not previously performed similar tasks.

Level 2-3 -- 275 points

The supervisor makes the patient assignments in the report at the beginning of the tour by defining the patient cases to the employee who is responsible for a patient load of critically-ill patients. The employee sets priorities and deadlines for the patient care during the tour without prompting from the supervisor. The supervisor is available in the hospital (but is usually only briefly present during the tour) to assist the employee with unusual situations which do not have clear precedents.

The employee plans and carries out patient care independently in accordance with patient care/treatment plans, patients' charts, and instructions from the nursing/treatment team throughout the tour without specific instruction for each patient's condition and modifies nursing care as conditions warrant.

Upon completion of the tour, the employee is responsible for presenting the report on patient care to the oncoming nursing team since the employee usually performs alone. The employee's completed work is evaluated by the oncoming nursing team for conformity to nursing policy and requirements.

FACTOR 3, GUIDELINES

This factor covers the nature of guidelines and the judgment needed to apply them. Guides used included, for example; manuals, established procedures and policies, traditional practices, and reference materials.

Level 3-1 -- 25 points

Specific guidelines covering all important aspects of tasks are provided to the employee.

The employee works in strict adherence to the guidelines; deviations must be authorized by the supervisor. Little or no judgment is required in selecting guidelines for application to individual cases.

Level 3-2 -- 125 points

Ward policies, practices and assigned procedures are well known by the employee so that reference to the guidelines is rarely necessary. Other guidelines include the tour report, patient care/treatment plan, and the patient's medical history.

Employee varies the order and sequence of procedures and uses judgment in selecting the most appropriate application of the guidelines based on the patient's condition and previous instructions. Unusual developments are referred to the supervisor.

FACTOR 4, COMPLEXITY

This factor covers the nature, number, variety and intricacy of tasks, steps, processes, or methods in the work performed; the difficulty involved in identifying what needs to be done; and the difficulty involved in performing the work.

Level 4-1 -- 25 points

The work consists of a few simple nursing tasks which are clearly related and easily mastered.

There is little or no choice to be made in deciding what needs to be done.

Tasks, such as making a patient's bed or providing a patient with ice water, are typical at this level. These tasks tend to be the helpful things that patients might do for themselves, without special training, if they were well. There are few positions at this level.

Level 4-2 -- 75 points

The work consists of related steps, processes or methods. The decisions regarding what needs to be done involve various choices requiring the employee to recognize the existence of the differences among a few easily recognized situations. Actions to be taken or responses to be made differ in such things as the source of information, the kind of transactions or entries, or other factual differences. Most positions are at this level.

The nature of the nursing care is illustrated below:

- a) Treatment procedures may include the application of hot and cold packs, the irrigation of wounds, the changing of sterile dressings, the catheterization of patients, the setting up of various types of medical equipment (such as respirators and mist tents), the giving of medications by mouth or by injection (intramuscular, subcutaneously), and watching the administration of intravenous solutions for proper timing and replacement of medication and/or proper flow.
- b) Support services for doctors performing diagnostic examinations consist of taking and recording measurements, samples, vital signs, input and output, and arranging and passing instruments for biopsies or other tests.
- c) Posting to the patients' charts consists of normally following a designated charting technique that provides daily facts or summary of care for the patients' care plans.

d) Patient/family teaching consists of following up with the patient by showing the patient/family how to test urine for sugar; reconfirming what the doctor or nurse already have covered with the patient concerning preoperative and postoperative/medical nursing care; and showing the patient/ family members how to care for and accept postoperative conditions such as colostomy.

The employee must make choices such as; a) choosing the proper nursing care procedure for the type of treatment requested, b) selecting the appropriate instruments and/or trays for a variety of diagnostic examination, c) selecting the correct patient chart and/or patient care plan for posting daily facts or summaries pertinent to the patient, and d) recognizing the differences in patient's diseases and/ or illnesses to provide appropriate patient/family teaching.

In each case, the type of nursing care and the type of patient under consideration determine what steps are to be taken.

Level 4-3 -- 150 points

The nature of the assignment is illustrated by responsibility for a patient load of critically ill patients which involves independent performance of nursing care functions usually alone in a hospital ward during one tour. There are very few positions at this level.

The employee must determine what needs to be done during the tour. This requires, in most hospital wards, an understanding of/and systematic review and study of the patients' medical/nursing histories, care plans, needs, present condition, illnesses and/or diseases, and precedents established by the nursing care team. Close concentration is required to detect deviations from normal so that care may be given immediately. In psychiatric wards the employee is required to independently select a variety of therapies, topics and settings to conduct therapeutic relationships such as reality orientation, small group therapy, one-to-one therapy, and large group therapy. Observations are made with close attention to, and quick identification of, details over sustained period (usually one tour).

When working independently, the nursing function requires the coordination of nursing care with patient needs. The employee must set priorities and deadlines in order to provide quality care and sufficiently document the patient's chart and nursing care plan to assure that nursing standards have been met. As patient's needs change, the employee modifies patient care and the nursing care plan accordingly.

FACTOR 5, SCOPE AND EFFECT

Scope and effect covers the relationship between the nature of the work, i.e., the purpose, breadth, and depth of the assignment and the effect of work products or services both within and outside the organization.

Effect measures such things as whether the work output facilitates the work of others, provides timely services of a personal nature, or affects the adequacy of research conclusions. The concept of effect alone does not provide sufficient information to properly understand and evaluate the impact of the position. The scope of the work completes the picture allowing consistent evaluations.

Level 5-1 -- 25 points

The purpose of the work is to perform specific, routine tasks such as making beds and giving bed baths.

This work facilitates the work of nurses and represents a limited service to patients in the work unit. There are few positions at this level.

Level 5-2 -- 75 points

The purpose of the work is to provide nursing care that includes personal care, diagnostic support procedures, treatment procedures (including ambulation, range-of-motion exercises and the preparation and administration of medications), patient charting and patient teaching.

The work contributes to a base of standard nursing care upon which further nursing care may be planned and/or provided by nurses. Virtually all positions are at this level.

FACTOR 6, PERSONAL CONTACTS

This factor includes face-to-face contacts and telephone dialogue with persons not in the supervisory chain. (NOTE: Personal contacts with supervisors are covered under the Factor 2, Supervisory Controls.) Levels described under this factor are based on what is required to make the initial contact, the difficulty of communicating with those contacted, and the setting in which the contact takes place (e.g., the degree to which the employee and those contacted recognize their relative roles and authorities).

Above the lowest level, points should be credited under this factor only for contacts which are essential for successful performance of the work and which have a demonstrable impact on the difficulty and responsibility of the work performed.

The relationship of Factors 6 and 7 presumes that the same contacts will be evaluated for both factors. Therefore, use the personal contacts which serve as the basis for the level selected for Factor 7 as the basis for selecting a level for Factor 6.

Level 6-1 -- 10 points

Contacts are with patients, nurses, and doctors in the immediate nursing units and supporting personnel in the hospital or facility.

Level 6-2 -- 25 points

Personal contacts are with patients, nursing personnel, and medical staff in the hospital and with the patient's family members.

FACTOR 7, PURPOSE OF CONTACTS

Purpose of personal contacts range from factual exchanges of information to situations involving significant issues. The personal contacts which serve as the basis for the level selected for this factor must be the same as the contacts which are the basis for the level selected for Factor 6.

Level 7-1 -- 20 points

Contacts with patients and hospital staff are for the purpose of giving, clarifying, and obtaining facts or information. Contacts are highly structured, such as providing patients with ice water or asking patients straightforward facts for the initial part of the nursing care plan (e.g., patient's name, next of kin, major complaint).

Level 7-2 -- 50 points

Contacts with patients are for the purpose; 1) motivating the patient to accept the illness and to persuade the patient to stay with the regimen; 2) demonstrating to the patient how to provide self-care (e.g., changing a colostomy bag); and 3) explaining to or advising the patient on proper follow-up care, the consequences of improper care, or general diet and nutrition for good health maintenance.

Contacts with hospital staff members are for the purpose of coordinating work efforts. For example, contacts with nurses and doctors are for the purpose of coordinating the work of the nursing care team and the medical staff.

Contacts with family members are for the purpose of motivating the family to accept the patient and his/her illness. Individuals contacted are working toward mutual goals identified in the nursing care plan and have basically cooperative attitudes.

Level 7-3 -- 120 points

Work involves regular and recurring contact with patients who are unusually difficult to care for or communicate with because of such problems as lack of self-control, resistant or abusive

behavior, or impediments in ability to understand or follow instructions. The employee must exercise skill in influencing and communicating with these patients.

FACTOR 8, PHYSICAL DEMANDS

This factor covers the requirements and physical demands placed on the employee by the work assignment. This includes physical characteristics and abilities (e.g., specific agility and dexterity requirements) and the physical exertion involved in the work (e.g., climbing, lifting, pushing, balancing, stooping, kneeling, crouching, crawling, or reaching). To some extent the frequency or intensity of physical exertion must also be considered, e.g., a job requiring prolonged standing involves more physical exertion than a job requiring intermittent standing.

NOTE: Regulations governing pay for irregular or intermittent duty involving unusual physical hardship or hazard are in subpart I of part 550 of title 5, Code of Federal Regulations. .

Level 8-1 -- 5 points

The work requires some moving and transporting of light items such as supplies, papers, books, trays and equipment on a regular and recurring basis. No special physical demands are required to do the work.

Level 8-2 -- 20 points

The work involves long periods of moving about the work unit. Work requires regular and recurring bending, lifting, stooping, stretching, lifting and repositioning patients, or similar activities.

Level 8-3 -- 50 points

The work requires regular and recurring ability to physically control or defend against emotionally ill patients.

FACTOR 9, WORK ENVIRONMENT

The "Work Environment" factor considers the risks and discomforts in the employee's physical surroundings or the nature of the work assigned and the safety regulations required. Although the use of safety precautions can practically eliminate a certain danger or discomfort, such situations typically place additional demands upon the employee in carrying out safety regulations and techniques.

NOTE: Regulations governing pay for irregular or intermittent duty involving unusual physical hardship or hazard are in subpart I of part 550 of title 5, Code of Federal Regulations.

Work is performed in an environment which involves everyday risks or discomforts requiring normal safety precautions.



Level 9-2 -- 20 points

Work involves regular and recurring exposure to infection and contagious diseases. Special gloves, gowns, or masks are required as safety precautions.

Level 9-3 -- 50 points

The work environment involves a high risk of regular and recurring exposure to potentially dangerous substances such as noxious gases, fumes and explosives. There are regular and recurring situations where physical attack by patients requires safety training.

OPM BENCHMARK DESCRIPTIONS

PRACTICAL NURSE, GS-0620-03, BMK #1

Duties:

Performs nursing care in a medical ward for the purpose of receiving orientation to the hospital facility, the ward, and its operating procedures while performing the following representative tasks:

- Obtain orientation to the hospital, the ward, its staff members, medical patients and operating procedures.
- Provide nursing care for and assistance to patients in meeting their personal hygiene needs such as bathing, feeding, lifting and turning.
- Obtain and label routine urine, stool and sputum specimens.
- Measure and record body temperature, pulse, respiration and blood pressure for the patient's records.
- Perform such treatments and procedures as hot and cold compresses, enemas, sterile dressings and sitz bath.
- Provide environmental safety, security and patient privacy.
- Assist the doctor or nurse in patient examinations.
- Prepare and administer prescribed medications.
- Teach family and patient how to perform certain tests, e. g., the common urine test.

Factor 1, Knowledge Required by the Position -- Level 1-2 -- 200 Points

Knowledge of basic or commonly used nursing care which typically requires previous training followed by licensure as a practical or vocational nurse such as that illustrated below:

- knowledge and skill sufficient to readily acquire orientation to the hospital organization, the ward environment, its staff members and operating procedures.
- knowledge and skill sufficient to meet the personal hygiene needs of patients for the purpose of aiding good health practices.
- knowledge and skill sufficient to perform treatments such as changing sterile dressings for the purpose of carrying out assigned duties.

-- knowledge of dosages and skill sufficient to administer commonly prescribed medications.

-- knowledge of, and skill sufficient to use, nursing care terminology and tests for measuring and recording vital signs; for obtaining and labeling specimens; and for assisting in patient examinations for the purpose of accurate record keeping and communicating with patients, family, doctors and nurses.

-- knowledge and skill sufficient to provide environmental safety, security, privacy of the patient and privileged information for the purpose of ensuring patient's safety and rights.

Factor 2, Supervisory Controls -- Level 2-2 -- 125 Points

The professional nurse assigns work by listing either in writing or verbally the patient care and nursing care duties, their limitations, their priority and their number. The nurse provides additional instructions on any unusual aspect of the work which the employee should bring to the supervisor's attention such as deviations in the patient's vital signs. The employee uses initiative in carrying out recurring assignments. The supervisor assures that finished work is technically accurate through daily rounds.

Factor 3, Guidelines -- Level 3-1 -- 25 Points

The supervisor provides established, specific and detailed guidelines covering all tasks. The employee does not deviate from the guidelines unless authorized by a nurse.

Factor 4, Complexity --Level 4-2 -- 75 Points

Work involves a sequence of duties requiring the employee to recognize differences among a few easily recognizable situations. The employee must make choices such as choosing the proper nursing care procedure for the type of treatment requested. In each case, the type of nursing care and the type of patient under consideration determine what steps are to be taken.

Factor 5, Scope and Effect -- Level 5-1 -- 25 Points

The duties performed comprise a complete segment of the nursing care required. The performance of the tasks aids in the completion of further nursing services.

Factor 6, Personal Contacts -- Level 6-1 -- 10 Points

Contacts are with patients, and ward and hospital staff.

Factor 7, Purpose of Contacts -- Level 7-1 -- 20 Points

Contacts with nurses are for the purpose of receiving instructions and providing information and facts for the patient care plans. Contacts with doctors and ward staff are for the purpose of giving and obtaining information.

Factor 8, Physical Demands -- Level 8-2 -- 20 Points

Work requires long periods of standing and walking with recurring and regular lifting and positioning of patients.

Factor 9, Work Environment -- Level 9-1 -- 5 Points

Work is performed in a medical ward requiring normal safety precautions.

TOTAL POINTS -- 505

PRACTICAL NURSE, GS-0620-04, BMK #1*Duties:*

Performs a range of standard patient care in a surgical ward.

- Tube feeds and bathes patients, providing lifting, turning and oral, nail, hair and related hygiene care.
- Observes the patient and reports gross changes in the patient's vital signs, symptoms and general physical and emotional condition for inclusion in the patient's care plan.
- Performs treatments such as wound care, sterile dressing changes, irrigations and whirlpool baths.
- Responds to emergency situations such as cardiopulmonary arrest.
- Sets up and gives treatments that require the assembly and operation of special equipment such as oxygen and respirators.
- Performs laboratory tests such as checking urine for sugar and stool for blood.
- Prepares and administers prescribed medications (oral, topical and intramuscular) and observes for physical and emotional contraindications from the medications.
- Teaches patient and family members how to perform certain tests and self-care such as the common urine test and diabetic self-care.

Factor 1, Knowledge Required by the Position -- Level 1-3 -- 350 Points

Knowledge and skill sufficient to perform a moderately difficult range of nursing care requiring licensure as a practical or vocational nurse followed by sufficient experience to serve as a responsible member of the nursing team. Nursing care requires:

- knowledge of human body structure, function, illnesses, and/or disease entities and skill sufficient to communicate with nurses, patients, family members and hospital staff.
- knowledge and skill sufficient to observe and reliably report the physical and emotional changes for inclusion in the patient's care plan.
- knowledge and skill sufficient to prepare dosages, and administer and recognize contraindications or prescribed medications.
- knowledge and skill sufficient to respond to emergency situations such as cardiopulmonary arrest.

Factor 2, Supervisory Controls -- Level 2-2 -- 125 Points

The nurse gives general instructions regarding assignment completion. Specific instructions are given only in unusual or unfamiliar situations. Employee uses initiative in completing recurring assignments independently. The supervisor checks the finished work for procedural accuracy and compliance in daily rounds.

Factor 3, Guidelines -- Level 3-1 -- 25 Points

Specific guidelines cover all important aspects of the assignment. The employee receives authorization from the nurse for deviations from guidelines.

Factor 4, Complexity -- Level 4-2 -- 75 Points

Work consists of a range of nursing care that has a performance sequence that requires the employee to recognize the existence of differences among a few, easily recognized situations.

Factor 5, Scope and Effect -- Level 5-2 -- 75 Points

The work consists of providing a range of nursing care. The work contributes to the completion of the patient care plans and the recovery of patients.

Factor 6, Personal Contacts -- Level 6-2 -- 25 Points

Contacts are with patients, nurses, facility staff and family members.

Factor 7, Purpose of Contacts -- Level 7-2 -- 50 Points

Contacts with nurses are for the purpose of providing information for inclusion in the patient's care plan. Contacts with facility staff are for the purpose of giving and obtaining information related to patient care. Contacts with patients and family members are for the purpose of teaching proper health care.

Factor 8, Physical Demands -- Level 8-2 -- 20 Points

Work requires long periods of standing and walking with regular and recurring lifting and positioning of patients.

Factor 9, Work Environment -- Level 9-1 -- 5 Points

Work is performed in a surgical ward requiring normal safety precautions.

TOTAL POINTS -- 750

PRACTICAL NURSE, GS-0620-04, BMK #2*Duties:*

Carries out difficult nursing care for patients with severe respiratory conditions in a pulmonary ward of a large medical center.

- Observes, reports and records in the patient's care plan significant conditions, both physical and emotional, obvious and subtle, which have relevance to the health status of the patient. Gives special attention to details of care, since patients often are too ill to speak.
- Performs such nursing procedures as lifting, turning, tube feedings, dressings and treatments of wounds, cleaning and retention enemas, inserting catheters, caring for patients' in isolation, giving treatments that require auxiliary equipment such as oxygen, suction and respirator, changing intravenous tubing, and monitoring and maintaining intravenous fluids including site care, and discontinuing intravenous fluids if difficulties develop, after conferring with the nurse.
- Prepares patients for tests, examinations, treatments, and/ or surgery. Collects specimens such as urine, sputum and stool. Label specimens for laboratory examination and follows up by calling the laboratory for lab reports.
- Reiterates and reinforces instructions for the patient and/ or family members that were previously presented by the doctor or nurse. Instructions may cover self-care, selected treatment measures and preparation for and after surgery.



- Prepares and administers prescribed medications both orally and by intramuscular injection.
- Recognized the need for and institutes emergency measures when indicated, calls the nurse and assists in resuscitation procedures in cardiac or respiratory arrest.

Factor 1, Knowledge Required by the Position -- Level 1-3 -- 350 Points

Knowledge and skill sufficient to perform a moderately difficult range of nursing care requiring licensure as a practical or vocational nurse and sufficient experience to serve as a responsible member of the nursing team. Nursing care requires:

- knowledge and skill sufficient to use standardized nursing principles, procedures, equipment and supplies for the purpose of providing nursing care to assigned patients.
- knowledge of nursing terminology and skill sufficient to report the patient's physical and emotional reactions for the purpose of effective communication with nursing and medical personnel and for recording and reporting pertinent information for inclusion in patient care plans.
- knowledge of human body structure, function, illnesses and diseases and skill sufficient to communicate with patients, nursing/medical staff and family members.
- knowledge of pharmacology and skill sufficient to assure proper administration of medications, desired action, dosage and adversities.

Factor 2, Supervisory Controls -- Level 2-2 -- 125 Points

A nurse plans, sets priorities and organizes work either in writing or verbally. Adherence to established nursing care practices and procedures is monitored but routine duties are performed independently with reference to the patient's care plan. Specific instructions or deviations, problems, new or unusual situations are received from the supervisor. The work is reviewed daily, but usually work is not reviewed in detail.

Factor 3, Guidelines -- Level 3-2 -- 125 Points

Guidelines used include tour reports, patient care plans, patient medical histories, instructions from the nurse and procedural manuals. Judgment is required to select the most appropriate guidelines and to adapt the guidelines based in specific requirements/restrictions of the patient care plan.

Factor 4, Complexity -- Level 4-2 -- 75 Points

Work requires the performance of related sequential nursing care procedures for assigned patients. The decisions regarding what needs to be done involve various choices based upon the recognition of differences among the assigned patients.

Factor 5, Scope and Effect -- Level 5-2 -- 75 Points

The purpose of the work is to provide patient care in compliance with patient care plans and medical histories. The work product affects the health care and recovery of patients.

Factor 6, Personal Contacts -- Level 6-2 -- 25 Points

Contacts are with patients, their families, nurses, doctors and supporting hospital personnel.

Factor 7, Purpose of Contacts -- Level 7-2 -- 50 Points

Contacts with patients, nurses, doctors and supporting hospital personnel are for the purpose of providing information for planning and coordinating patient care with the nursing care team. Contacts with the family are for the purpose of motivating family members to accept the patient, the patient's illness and care.

Factor 8, Physical Demands -- Level 8-2 -- 20 Points

Work requires long periods of regular and recurring standing and walking.

Factor 9, Work Environment -- Level 9-1 -- 5 Points

Work is performed in a pulmonary ward requiring normal safety precautions.

TOTAL POINTS -- 850

PRACTICAL NURSE, GS-0620-04, BMK #3

Duties:

Provides nursing care and other personal services to an average of two patients in a fourteen bed Medical/Surgical Intensive Care Unit. Duties require some specialized skill in, and knowledge of, patient care work. Patients are acutely ill medical patients, trauma cases and new postoperative patients. Some patients are on frames, use orthopedic devices, have multiple illnesses or are comatose.

-- Applies electrodes to patients placed on cardiac monitors. Continuously observes patients and keeps the nurse informed of changes in the patient's vital signs. Recognizes and reports any deviations on the cardiac monitor oscilloscope.

-- Collects urine, stool and sputum specimens for laboratory tests. Maintains accurate fluid intake and output records. Lifts and turns patients. Checks neurological signs by pin prick.

-- Passes medications both orally and by intramuscular injection. Performs catheterizations, changes surgical dressings, sets up and gives patients respiratory therapy treatment, performs suctioning, and irrigates body orifices.

-- Monitors and maintains intravenous fluids, changes intravenous tubing, and discontinues intravenous fluids if difficulties develop.

-- Is familiar with the patient's infirmities from verbal information from nurses and doctors and from the patient's chart and nursing care plan. Is especially alert to changes in the patient's condition (heart beat, respiration rate) which must be called to the attention of the nurse.

-- Recognizes emergency situations and functions calmly and efficiently in supplying nurses and doctors with the crash cart and requested supplies and materials.

-- Records pertinent information in the patient's chart and supplies information for the patient's nursing care plan.

-- Performs colostomy care and instructs the patient/family members on appropriate care based on instructions previously presented by the doctor or nurse.

-- Assists in maintaining supplies and equipment by sorting and arranging supplies in prescribed ward manner. Checks dates of sterilization. Assures that equipment is in functional order by cleaning, assembling and testing diagnostic equipment, orthopedic devices, suction and drainage equipment and returning it to appropriate storage area. Observes and reports breakage and loss of equipment, safety hazards, and supply deficiencies.

Factor 1, Knowledge Required by the Position -- Level 1-3 -- 350 Points

Knowledge and skill sufficient to perform a moderately difficult range of nursing care requiring licensure as a practical or vocational nurse and sufficient experience to perform as a responsible member of the nursing team. Nursing care requires:

- knowledge and skill sufficient to use a body of standardized patient care procedures for critically ill patients and related nursing care such as administering medications, catheterizing, irrigating, and suctioning patients; and other supporting procedures such as patient charting for the purpose of understanding and carrying out assigned nursing care.
- knowledge and skill sufficient to use equipment, materials medications, and supplies in a large variety of diagnostic and treatment procedures that support nursing care of critically ill patients for the purpose of communicating with nurses, medical staff and family members.
- knowledge of, and skill sufficient to observe, the patient's physical (heart beat, respiration) and emotional (fear of medication) reactions to care, medications, and equipment assisted care for the purpose of communicating reactions to the nursing and medical staff and recording reactions in the patient's record and for the nursing care plan.
- knowledge and skill sufficient to understand and describe the human body structure, function, illnesses and diseases, the uses and contraindications of certain medications, the treatment procedures, the supporting patient charting, the goals for assigned patients for the purpose of communicating with the nursing and medical staff and recording in the patient's records.
- knowledge and skill sufficient to understand the patient's chart, medical history and nursing care plan for the purpose of distinguishing between patients in providing patient care.

Factor 2, Supervisory Controls -- Level 2-2 -- 125 Points

A nurse assigns work, either in writing or verbally, with additional instructions on any unusual aspect of the work. Work may be confirmed in the patient's record without reference to the supervisor. Deviations and problems not covered in the instructions are referred to the supervisor for help or decision. The work is reviewed daily, but usually is not reviewed in detail.

Factor 3, Guidelines -- Level 3-2 -- 125 Points

Guidelines are available in the form of a Procedures Manual and related guidelines such as the tour report, nursing care plan, and the patient's medical history. The employee varies the order and sequence of assigned procedures based upon the patient's condition and previous instruction.

Factor 4, Complexity -- Level 4-2 -- 75 Points

Work consists of personal nursing care, diagnostic support, therapeutic treatment, patient charting, and some patient teaching duties. The employee distinguishes differences between assigned patients and varies the nursing care accordingly.

Factor 5, Scope and Effect -- Level 5-2 -- 75 Points

The nursing care involves an understanding of the patient's nursing care plan and medical history; the nature of the illnesses or diseases, and the precedents established by the nursing care team. The work comprises a segment of the nursing care of the unit. The work affects the accuracy and acceptability of further nursing services.

Factor 6, Personal Contacts -- Level 6-2 -- 25 Points

Inside the hospital, the employee has contact with patients, nurses, and doctors working in the unit and supporting personnel in Central Supply, X-ray, Pharmacy, Linen Service, etc. The employee has contacts with family members in addition to the inside contacts listed above.

Factor 7, Purpose of Contacts -- Level 7-2 -- 50 Points

Contacts with patients are for the purpose of providing a range of nursing care. Contacts with nurses are for the purpose of providing timely information on deviations in the patient's condition. Contacts with doctors are to receive instructions concerning diagnostic procedures. Family contacts are for the purpose of alleviating fearful and anxious concerns for the well-being of the patient.

Factor 8, Physical Demands -- Level 8-2 -- 20 Points

Duties require regular and recurring periods of standing and walking. Working with patients requires regular and recurring bending, lifting, stooping, stretching, and similar activities.

Factor 9, Work Environment -- Level 9-1 -- 5 Points

Nursing care duties are performed in a hospital environment requiring normal safety precautions.

TOTAL POINTS -- 850

PSYCHIATRIC PRACTICAL NURSE, GS-0620-05, BMK #1*Duties:*

Provides nursing care to psychiatric patients with a variety of severe mental health problems that usually change within a predictable range:

- Participates in patient care planning by serving as a member of the treatment team and suggesting nursing care actions.
- Establishes, maintains and reports on therapeutic relationships with patients such as one-to-one therapy, reality orientation, and small group therapy referencing the patient's treatment care plan.
- Reports and records gross and subtle observations and facts regarding patient treatment and progress.
- Reinforces and reiterates instructions, previously presented by the nurse and/or doctor, that provide the patient/ family with information for self-care and follow up outpatient care.
- Encourages patients to maintain self-care. Takes vital signs and specimens; supports the doctor in various diagnostic tests such as biopsies and lumbar punctures. Performs nursing care treatments such as foot soaks or changes in sterile dressings.
- Strives to maintain a ward environment which is oriented toward independent living.
- Prepares and administers prescribed medications both orally and by intramuscular injection.
- Recognizes the need for and institutes emergency measures when indicated by calling the nurse.
- Identifies and meets needs of patients for information and guidance in daily living.
- Promotes a sense of worth and dignity to the patient. Promotes patient participation in the therapeutic community by fostering increased self-reliance and independence and by involving patients not only in their own treatment plan but also that of other patients.

Factor 1, Knowledge Required by the Position -- Level 1-3 -- 350 Points

Knowledge and skill sufficient to perform a moderately difficult range of nursing care requiring licensure as a practical or vocational nurse and sufficient experience to serve as a responsible member of the nursing team. Nursing care requires:

-- knowledge and skill sufficient to provide standardized therapeutic patient care and interaction techniques for the purpose of establishing effective relationships with psychiatric patients and interacting with members of the treatment team.

-- knowledge and skill sufficient to observe expected results of therapies for the purpose of reporting and exchanging information with the treatment team and recording information and data in treatment plans.

-- knowledge and skill sufficient to use terminology for describing patient reactions, patient care and pharmacology for the purpose of instructing patients and family members.

Factor 2, Supervisory Controls -- Level 2-2 -- 125 Points

A nurse makes daily patient assignments by providing general instructions on each patient's needs and progress. The employee performs recurring daily assignments independently; specific instruction, when required, are given only in new or unfamiliar situations.

Factor 3, Guidelines -- Level 3-2 -- 125 Points

The employee uses judgment in meeting patient's needs by selecting and adapting various therapies (e.g., reality orientation, group therapy, "special" patients) by selecting the most appropriate guidelines based on the patient's condition, patient's treatment plan, ward guidelines, ward manuals and hospital regulations. Significant deviations or new situations for which guidelines are not available are referred to the nurse.

Factor 4, Complexity -- Level 4-2 -- 75 Points

Work consists of selecting a variety of topics and settings for conducting standardized therapeutic relationships such as reality orientation, small group therapy and one-to-one therapy for a variety of severely ill patients. Differences in patient care are decided by the employee based on readily identifiable patient differences. The employee can vary patient care accordingly.

Factor 5, Scope and Effect -- Level 5-2 -- 75 Points

The work consists of performing standardized therapeutic patient care and related nursing care which contributes to the completion of the patient's care plan.

Factor 6, Personal Contacts -- Level 6-2 -- 25 Points

The employee has personal contacts with designated patients, family members, and with members of the treatment team consisting of practical nurses, nursing assistants, psychiatrists, psychologists, nurses, social workers, and therapists (e.g., art, music).

Factor 7, Purpose of Contacts -- Level 7-3 -- 120 Points

Contacts with patients are for the purpose of influencing and controlling fearful, skeptical or uncooperative patients. Contacts with the treatment team are for the purpose of providing information for and receiving information concerning the treatment plan. Contacts with family members are for the purpose of motivating the family to accept the patient's illness.

Factor 8, Physical Demands -- Level 8-3 -- 50 Points

Work requires regular and recurring of standing and walking throughout the ward. The employee has regular and recurring need to defend self and others from the physical attack of patients.

Factor 9, Work Environment -- Level 9-3 -- 50 Points

The work is normally performed inside ward areas. These areas are adequately heated and ventilated. Work areas are noisy with regular and recurring turbulence and unpredictable conditions generated by patients. The employee is subject on a regular and recurring basis to physical attack from patients.

TOTAL POINTS -- 995

PRACTICAL NURSE, GS-0620-06, BMK #1

Duties:

Serves as a member of a nursing team with an assigned patient load of selected critically ill patients. Employee is responsible for patients from admission to discharge and has considerable knowledge, experience and skill for concentrated effort and self-motivation to carry out patient care assignments.

-- Observes patients' changing conditions and participates in updating patient care plans throughout the tour consistent with recognized nursing standards and in accordance with appropriate nursing care and prescribed medical treatment. Enters information about the patient's condition, an assessment of the patient's condition and a plan of action to carry out nursing care.

-- Supports the patient and/or family members in the integration of the patient care plan toward the achievement of discharge objectives. Provides instructions to patient on preoperative and postoperative procedures which were previously provided to the patient by the nurse or the doctor. After surgery, assists and instructs patients on how to keep lungs clear. Instructs patient on how equipment is used (oxygen, suction or respirator). Before discharge, instructs patient and family on use of prescribed medications, contraindications of medications and the value of proper followup self-care.

-- Performs a range of treatment procedures that includes using hot and cold packs; extensive sterile dressing changes; giving enemas; monitoring intravenous fluids; inserting catheter; inserting nasal gastric tubes, passing medications; caring for patients in isolation; and setting up and giving treatments that require auxiliary equipment such as oxygen, suction and respirator.

-- Performs a range of diagnostic support duties which includes taking vital signs, taking specimens, calling the laboratory for lab reports, recording lab reports given over the telephone, and assisting the doctor in a variety of diagnostic examinations such as lumbar punctures, liver biopsies, and bone marrow examinations by positioning patients and setting out and passing instruments.

-- Observes and documents all pertinent data regarding the physical and emotional status of patients. Promptly assesses and takes actions to alleviate problems reflected in subtle changes in the patient's condition such as dizziness or slight rise in temperature. Makes careful observations to assure that nursing procedures and treatments are not causing additional distress.

Factor 1, Knowledge Required by the Position -- Level 1-4 -- 550 Points

Knowledge of a wide variety of interrelated or non-standard assignments requiring licensure as a practical or vocational nurse and broad work experience that demonstrated skill sufficient to resolve a range of problems with responsibility for carrying assignments to completion. Nursing care requires:

-- practical knowledge of, and skill sufficient to understand, nursing principles, practices and procedures; patient disease entities; patient care plans; medical equipment; medical materials and supplies for the purpose of carrying out the nursing care for a selected patient load of critically ill patients.

-- practical knowledge of pharmacology and skill sufficient to administer prescribed medications and observe for the desired action, dosage, and adversities of the medications.

-- practical knowledge of and skill sufficient to observe and identify the patient's physical and emotional problems with nursing care, medications and equipment assisted care for the purpose of assessing and developing patient care plans which meet the patient's individual needs and consider the interrelationship of physical, emotional and social factors.

-- practical knowledge of, and skill sufficient to recognize, deviations from normal sufficient to warrant immediate modification of the patient care plans with delayed notification of the nurse for concurrence in the modification of the plan.

-- practical knowledge of human behavior, and skill sufficient to understand, motivations and reactions to stress for the purpose of promoting interpersonal relations with patients and family members.

Factor 2, Supervisory Controls -- Level 2-3 -- 275 Points

A nurse makes the patient load assignment in the tour report covering each patient's program and needs. Information may be obtained from the supervisor who is available (but may not be physically present in the ward) during the tour to assist the employee with unusual situations which do not have clear precedents.

The employee plans, schedules and carries out nursing care and handles problems and deviations independently in accordance with previous training, instructions, policies, accepted nursing practices and the assigned patient care plans.

The employee reports completed work in the tour report for the oncoming tour. Work is reviewed for technical soundness, appropriateness and conformity to policy and nursing requirements. The methods used in arriving at the end results are not usually reviewed in detail.

Factor 3, Guidelines -- Level 3-2 -- 125 Points

Guidelines are available in the form of procedures manuals that cover the nursing care provided; however reference to written guidelines is not usually necessary. Other guidelines include the tour report, patient care plans and the patient's medical histories. The employee varies the order and sequence of assigned procedures based on the patients' condition and uses judgment in selecting the most appropriate application of the guidelines.

Factor 4, Complexity -- Level 4-3 -- 150 Points

The nursing care assignments involve an understanding of/and systematic review and analysis of the patient's medical/nursing history and patient care plan so that nursing care is tailored to the patient's needs. Close concentration during the tour is required to recognize and respond to deviations from normal conditions so that care may be given immediately.

Factor 5, Scope and Effect -- Level 5-2 -- 75 Points

The scope of the nursing service involves an understanding of the patient care plan and medical history, the nature of the illnesses or diseases, and the standards established by the nursing care team. The work comprises a segment of the nursing care program. The work affects the attitude of patients and the accuracy and acceptability of further nursing services.

Factor 6, Personal Contacts -- Level 6-2 -- 25 Points

The employee has contact with patients, nurses and doctors working in the ward and supporting personnel in the medical facility. The employee has contacts with family members in addition to the inside contacts listed above.

Factor 7, Purpose of Contacts -- Level 7-2 -- 50 Points

Contacts with patients are for the purpose of providing a range of nursing care and motivating patients to accept the care and to learn self-care for a timely discharge. Contacts with nurses are for the purpose of providing timely information required to plan, coordinate and carry out a patient care plan. Contacts with doctors are for the purpose of receiving instructions concerning diagnostic procedures. Family contacts are for the purpose of motivating family members to accept the patient and the patient's illness.

Factor 8, Physical Demands -- Level 8-2 -- 20 Points

Work requires long periods of regular and recurring standing and walking with regular and recurring lifting and positioning of patients.

Factor 9, Work Environment -- Level 9-1 -- 5 Points

Work is performed in a hospital ward requiring normal safety precautions.

TOTAL POINTS -- 1275

PSYCHIATRIC PRACTICAL NURSE, GS-0620-06, BMK #2

Duties:

Functions as a member of a psychiatric treatment team with a patient load of critically ill patients whose nursing care needs are not predictable. The employee is instrumental in changing the treatment plans established by the treatment team for assigned patients.

- Conducts patient groups using a variety of treatment procedures (reality orientation, small group therapy, large group therapy) for the purpose of helping patients to interact and function in accordance with patients' treatment plans.
- Establishes constructive relationships with individual patients (one-to-one therapy) for the purpose of exploring behavior, feelings and attitudes and promoting interpersonal relationships, communication, and socialization skills.
- Identifies and meets needs of patients for information and guidance in daily living.
- Promotes a sense of worth and dignity in the patient by such techniques as addressing the patient as "Mr. Jones".
- Takes vital signs, takes specimens, and supports the doctor in diagnostic test such as biopsies and lumbar punctures. Assesses subtle changes in the patient's condition, such as slight changes in the patient's ability to speak or remember.
- Leads large group meetings (e.g., 10 to 12 patients) with patients sharing thoughts and feelings with reference to the subject of the meeting and the behavior of the participants.
- Prepares and administers prescribed medications orally and intramuscularly; monitors and maintains intravenous therapy.
- Participates with the interdisciplinary team in the development, implementation and evaluation of the patient's treatment plan and the ward treatment program. Participates in the admission of patients by collecting patient information, orienting patients to the ward, and checking them for contraband.
- Recognizes emergency situations, responds promptly, and institutes appropriate action (initiates resuscitation measures in the event of cardio-pulmonary arrest).
- Promotes patient participation in the therapeutic community by fostering increased self-reliance and independence and by involving patients not only in their own treatment plan but also that of other patients. Before discharge, instructs patient and family on use of prescribed medications, contraindications of medications and the value of proper follow up care.

Factor 1, Knowledge Required for the Position -- Level 1-4 -- 550 Points

Knowledge of wide variety of interrelated or non-standard assignments requiring licensure as a practical or vocational nurse and broad work experience that demonstrated skill sufficient to resolve a range of problems with responsibility for carrying assignments to completion. Nursing care requires:

- practical knowledge of, and skill sufficient to use, a large body of therapeutic procedures, nursing practices and techniques for the purpose of establishing effective relationships with and providing nursing care for mentally ill patients designated as a patient load.
- practical knowledge of skill sufficient to understand patient problems for the purpose of developing treatment care plans which met the individualized needs of the patient.
- practical knowledge of and skill sufficient to recognize physical, emotional, social and cultural deviations from normal sufficient to warrant immediate modification of the treatment plan with delayed notification of the nurse for concurrence in the modification of the plan.
- practical knowledge of and skill sufficient to organize patient care activities and daily assignments for the purpose of providing optimal care for a patient load in an active clinical setting.
- practical knowledge of and skill sufficient to report on patient's illnesses and diseases, patient's treatment plan, medications and reactions and the requirements of the treatment team for the purpose of providing nursing care information to patients and family members.

Factor 2, Supervisory Controls -- Level 2-3 -- 275 Points

A nurse makes the patient load assignment in the tour report covering each patient's program and needs. Information may be obtained from the supervisor who is available (but may not be physically present in the ward) during the tour to assist the employee with unusual situations which do not have clear precedents.

The employee plans, schedules and carries out nursing care and handles problems and deviations independently in accordance with previous training, instructions, policies, accepted nursing practices and the assigned patient care plans.

The employee reports completed work in the tour report for the oncoming tour. Work is reviewed for technical soundness, appropriateness and conformity to policy and nursing requirements. The methods used in arriving at the end results are not usually reviewed in detail.

Factor 3, Guidelines -- Level 3-2 -- 125 Points

Guidelines used include the tour report, treatment plans, procedural manuals, hospital regulations and the policies of the treatment team. The employee uses judgment in meeting patient needs by selecting and adapting various therapies in accordance with the guidelines. Significant deviations from the guidelines are referred to the supervisor.

Factor 4, Complexity -- Level 4-3 -- 150 Points

Work consists of selecting and adapting a variety of approaches, therapies, topics and settings for conducting therapeutic relationships such as reality orientation, small group therapy, large group therapy, and one-to-one therapy for a patient load of critically ill mental patients. The employee decides what to do based on patient differences that are not readily identifiable. Observations are made with close attention to subtle details and prompt recognition of changes over a sustained period (usually one tour).

Factor 5, Scope and Effect -- Level 5-2 -- 75 Points

The work assignment consists of a large body of therapeutic procedures for patients with mental illnesses. The care provided conforms to established criteria in the treatment plan. The work contributes to the completing of the treatment plan and effects the attitude and recovery of patients.

Factor 6, Personal Contacts -- Level 6-2 -- 25 Points

Contacts are with designated patients, their family members and with members of the multi disciplinary treatment team.

Factor 7, Purpose of Contacts -- Level 7-2 -- 50 Points

Contacts with patients are for the purpose of gathering information, and instructing and motivating patients to establish rational behavior (acceptable daily activities, trust, self-esteem, etc.). Contacts with the treatment team are for the purpose of providing information for and receiving information concerning the treatment plan.

Factor 8, Physical Demands -- Level 8-3 -- 50 Points

Work requires regular and recurring periods of standing and walking throughout the ward. The employee defends self and others from physical attack of patients. The employee on a regular and recurring basis also prevents patients from performing destructive acts against self and the environment.

Factor 9, Work Environment -- Level 9-3 -- 50 Points

The work is normally performed inside ward areas. These areas are adequately heated and ventilated. Work areas are noisy. The employee is exposed to turbulent and unpredictable conditions on a regular and recurring basis normally due to physical abuse from patients.

TOTAL POINTS -- 1350