

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6755
6756 SUB (NR)
7366 (ESY)

FLSA: Non-Exempt

Pay Grade: D10

LICENSED PRACTICAL NURSE

MAJOR FUNCTION:

Performs practical nursing duties in providing necessary health assistance and first aid to students. Works with students, parents, and staff in a variety of health functions. Promotes health and wellness in collaboration with the registered nurse in order to improve the learning processes for all students. Work is performed under nursing supervision by a professional registered nurse (RN), and administratively by the school principal. Work is reviewed for compliance with established medical procedures and School Board policies.

DUTIES AND RESPONSIBILITIES:

- Administers first aid to students and staff, as needed
- Administers medications and treatments prescribed under a doctor's order, under supervision of a registered nurse
- Conducts head lice checks on students
- Reviews students' immunization records and physicals and follows up on those cases where documentation is incomplete
- Assists in school health activities that may include health screenings and in-service health workshops for parents, teachers, and students
- Assists school personnel in the identification of children with symptoms indicating a need for referral.
- Provides follow-up assistance in securing medical and dental care for referred students
- Maintains medical records, as required
- Provides general nursing services to students with special needs; may assist with cleaning, toileting, and related care as needed. May require frequent heavy lifting and activities involving carrying, pushing and/or pulling such as those utilized in positioning and moving students in and out of vehicular equipment
- Participates in staffing as requested
- Effectively communicates and implements school health services to all stakeholders
- Consistently models cooperation and teamwork through professionalism
- Allocates time and resources consistent with the school health plan
- Assists students and their families in the resolution of physical, emotional, developmental and educationally related health needs through direct services and utilization of appropriate community resources and referrals
- Provides for input from students, parents and medical community for development of individualized health care plans, individual education plans (IEP), and 504 plans
- Provides health teaching and counseling to parents, students, staff, individuals or groups
- Identifies students at risk for health problems
- Communicates with parents, physicians, and community agencies and explains health needs of students to school personnel.
- Trains and monitors school-based personnel in the administration of medication
- Promotes safety measures and programs in the schools to ensure a safe environment
- Functions as a health resource person to faculty, administration, staffing team personnel, clinic volunteers and parents
- Maintains a personal/professional development plan and engages in professional development activities

LICENSED PRACTICAL NURSE

DUTIES AND RESPONSIBILITIES: (Continued)

- Provides nursing services to students in a variety of school and school related settings that may include, but not be limited to the clinic, classroom, bus and field trips
- Provides direct health care to students and staff utilizing the nursing process in accordance with district policies and procedures
- Summarizes and reports current trends in health status of students (annual reports, vision-hearing results); identification and resolution of health care problems; and trends in completed immunization requirements
- Performs related duties as assigned

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a General Education Development (GED) and current licensure as a Practical Nurse by the Florida Board of Nursing. Successful completion of a pharmacology course. Must obtain current certification in Cardiopulmonary Resuscitation (CPR) and First Aid within one (1) month from date of hire.

ISSUED: 12/79 SSN; FORMAT REVISED: 3/88; REVISED: 5/89 MW; BOARD APPROVED: 8/23/89; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; REVISED: 2/93 PBL; BOARD APPROVED: 7/28/93; REVISED: 11/00 NR-TO-PESPA; REVISED D&R, MQ: 1/01 AK; BOARD APPROVED: 2/27/01; REVISED WC: 8/04 LMCK; REVISED WC: 6/13/06 LMCK; REVISED MQ: 11/11 RAS; BOARD APPROVED: 11/8/11

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an extensive list of all responsibilities and duties required of those in this classification.

LICENSED PRACTICAL NURSE

| <u>WORKING CONDITIONS & PHYSICAL EFFORT:</u> | Seldom Or Never | Monthly | Weekly | Daily | Hourly |
|---|-----------------------|---------|--------|-------|--------|
| 1. Lift objects weighing up to 20 pounds | | | | X | |
| 2. Lift objects weighing 21 to 50 pounds | | | X | | |
| 3. Lift objects weighing 51 to 100 pounds | | X | | | |
| 4. Lift objects weighing more than 100 pounds | X | | | | |
| 5. Carry objects weighing up to 20 pounds | | | | X | |
| 6. Carry objects weighing 21 to 50 pounds | | | X | | |
| 7. Carry objects weighing 51 to 100 pounds | | X | | | |
| 8. Carry objects weighing 100 pounds or more | X | | | | |
| 9. Standing up to one hour at a time | | | | X | |
| 10. Standing up to two hours at a time | | | | X | |
| 11. Standing for more than two hours at a time | | | | X | |
| 12. Stooping and bending | | | | | X |
| 13. Ability to reach and grasp objects | | | | | X |
| 14. Manual dexterity or fine motor skills | | | | | X |
| 15. Color vision, the ability to identify and distinguish colors | | | | | X |
| 16. Ability to communicate orally | | | | | X |
| 17. Ability to hear | | | | | X |
| 18. Pushing or pulling carts or other such objects | | | X | | |
| 19. Proofreading and checking documents for accuracy | | | | X | |
| 20. Using a keyboard to enter and transform words or data | | | | X | |
| 21. Using a video display terminal | | | | X | |
| 22. Working in a normal office environment with few physical discomforts | | | | X | |
| 23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions | | X | | | |
| 24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions | X | | | | |
| 25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls | | | | X | |
| 26. Operating automobile, vehicle, or van | X | | | | |
| 27. Other physical, mental or visual ability required by the job | | | | X | |