

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### NURSE, LICENSED PRACTICAL

**SALARY SCHEDULE: SSP10**

**COST CENTER: 9071 and/or School Base Center**

**QUALIFICATIONS:**

- (1) Florida State Licensed Practical Nurse or Florida Registered Nurse. or an equivalent License from a reciprocal State.
- (2) Current Healthcare Provider CPR Certification.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to communicate and work with parents, school personnel, students, physicians, medical facilities and agencies and clinic aides. Ability to file and keep legible records. Willingness to accept supervision from principal and health supervisor. Ability to communicate via written reports and observations with parents, agencies and the medical community.

**REPORTS TO:**

Principal and/or Student Services, School Health Supervisor

#### JOB GOAL

To assist in the implementation of the health services program, including screenings, clinic records, emergency care of students and such duties as may be assigned by the principal or District supervisor with the primary responsibility being to the handicapped population of the assigned school.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Assist in completing health room cards and keeping records on students being referred to clinic.
- \* (2) Communicate with parents/staff regarding student health problems, maintains confidentiality and refers to the Registered Nurse.
- \* (3) Assist in implementation of the Annual School Health Services Plan and completion of data for Annual Report.
- \* (4) Assist in the taking of prescribed medication by students and maintain required records. Monitor students placed on new medication per doctor's instructions.
- \* (5) Assist in maintaining health room area and supplies, when appropriate.
- \* (6) Perform medically complex procedures within the scope of Florida Practical Nurse licensure, includes but not limited to catheterization, intermittent dialysis, tracheal suctioning, postural drainage, and gastrostomy feedings.
- \* (7) May be assigned to ride school bus with specific medically fragile students.
- \* (8) May assist with health related instruction of students, parents, or staff in conjunction with Registered Nurse.
- \* (9) Participates as a member of the student study team and student assistance team to provide information on health issues and to facilitate student referrals for service.
- \* (10) Assists with an operational plan for the management of emergency health needs.
- \* (11) Assists in the establishment of a cumulative health record on each student and documentation of health problems identified and corrective measures.

**NURSE, LICENSED PRACTICAL (Continued)**

- \*(12) Participates in annual OSHA training and practice effective infection control procedures following OSHA and Center for Disease Control & Prevention guidelines.
- \*(13) Assist in monitoring all chronic illness cases and take appropriate action.
- \*(14) Demonstrate initiative in the performance of assigned responsibilities.
- \*(15) Model and maintain high ethical standards for both the education and nursing field.
- \*(16) Follow attendance, punctuality and proper dress rules.
- \*(17) Maintain confidentiality regarding school matters.
- \*(18) Maintain positive relationships with staff, students and parents.
- \*(19) Participate in workshops and training sessions as required.
- \*(20) Keep supervisor informed of potential problems or unusual events.
- \*(21) Respond to inquiries or concerns in a timely manner.
- \*(22) Prepare all required reports and maintain all appropriate records.
- \*(23) Follow all School Board policies, rules and regulations.
- \*(24) Exhibit interpersonal skills to work as an effective team member.
- \*(25) Demonstrate support for the School District and its goals and priorities.
- \*(26) Sustained focus and attention to detail for extended periods of time.
- (27) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 06**

\*Essential Performance Responsibilities