

# DISTRICT SCHOOL BOARD OF PASCO COUNTY

## School Related Personnel

### JOB DESCRIPTION

#### Licensed Practical Nurse (LPN)

<b>Department:</b> Student Support Programs and Services	<b>Job Code:</b> 4010 4013 5125
<b>FLSA:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	<b>Salary Schedule:</b> SRP 30B
<b>Reports To:</b> Supervisor Student Health Services/School Nurse (RN)	<b>Work Days:</b> 189 days
<b>Board Approved Date:</b> June 2, 2015	<b>Work Hours:</b> 7 hrs/day

**JOB GOAL:** Under the direction and supervision of a registered school nurse (RN), responsible for providing specialized student specific procedures and services to students requiring complex and continuous nursing care.

#### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.*

1. Provide health services such as first aid, medication administration, etc., assist with daily living activities, and encourage self-management for medically complex/special needs students
2. Perform delegated independent nursing functions using established procedures, policies, guidelines, and standards as observed by the registered nurse
3. Maintain and coordinate medical information between parent, school, and community agencies, including medical providers, while maintaining confidentiality
4. Monitor student health during transportation and assist with loading and unloading of students at home and school
5. Implement individual healthcare plans (IHPs), emergency care plans (ECPs), and maintain accurate health records
6. Assist with and monitor students to ensure safety during feeding, transfer, positioning, and other activities
7. Assist teachers and staff with health-related needs of students and provide health supervision while on school grounds and during school-related activities
8. Identify students at risk for health problems and refer to registered school nurse as appropriate
9. Participate successfully in district training program to enhance quality of practical nursing care
10. Perform other duties as assigned

**Note:** Positions designated as regional LPN support are required to travel to school locations based on identified student health needs.

#### MINIMUM REQUIREMENTS:

*Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.*

#### KNOWLEDGE, SKILLS & ABILITIES:

- Ability to work with medically complex/special needs children and their families
- Ability to perform skilled nursing procedures such as gastrostomy feedings, catheterization, and tracheostomy care
- Ability to safely administer medications to students with special needs
- Ability to perform basic clerical skills, including data entry, filing, recordkeeping and report preparation
- Exhibit accurate mathematical computation skills
- Operating knowledge of computer programs, including email, word processing, spreadsheets, and databases
- Ability to communicate effectively orally and in writing with staff and with families
- Ability to travel to a variety of locations and work a fluctuating schedule to meet program requirements

#### EDUCATION, TRAINING & EXPERIENCE:

- Graduation from an accredited licensed practical nurse program
- At least one year of nursing experience

#### CERTIFICATES, LICENSES, & REGISTRATIONS:

- Valid registration as a Licensed Practical Nurse (LPN), licensed by Florida Department of Health, Division of Medical Quality Assurance
- First Aid and cardiopulmonary resuscitation (CPR) certifications

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- Valid Florida driver license required for regional LPNs.

**PREFERRED QUALIFICATIONS:**

- Experience in a school setting or with students with disabilities
- Training in behavioral disorders and appropriate interventions
- Bilingual

**SUPERVISORY RESPONSIBILITY:** none

**PHYSICAL REQUIREMENTS** *(Describes physical conditions of this position):*

<input type="checkbox"/>	Sedentary Work	Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work	Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and / or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.
<input type="checkbox"/>	Medium Work	Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
<input checked="" type="checkbox"/>	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 constantly to move objects.
<input type="checkbox"/>	Very Heavy Work	Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

**PHYSICAL ACTIVITY:**

*(Physical activities of the job are listed below and are with or without accommodations for disabilities for this position. Frequency of each applicable activity is noted according to the following: R = Regularly; F = Frequently; O = Occasionally, S = Seldom)*

R	Sitting	Resting with the body supported by the buttocks or thighs.
R	Standing	Assuming an upright position on the feet particularly for sustained periods of time.
R	Walking	Moving about on foot to accomplish tasks, particularly for long distances.
O	Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. using feet and legs and/or hands and arms.
S	Balancing	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.
R	Bending	Lowering the body forward from the waist.
R	Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
R	Kneeling	Bending legs at knee to come to a rest on knee or knees.
R	Crouching	Bending the body downward and forward by bending leg and spine.
O	Crawling	Moving about on hands and knees or hands and feet
R	Twisting	Moving body from the waist using a turning motion.
R	Reaching	Extending hand(s) and arm(s) in any direction
R	Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
S	Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion.
R	Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position- to-position through the use of the upper extremities and back muscles.
R	Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
R	Grasping	Applying pressure to an object with the fingers and palm.

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R	Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips
R	Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
R	Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
R	Hearing Acuity	The ability of perceive speech and other environmental sounds at normal loudness levels.
R	Visual Acuity	The power to see at a level which allows reading of numbers and text, operations of equipment inspection of machines, etc.

#### WORKING CONDITIONS:

*(Conditions the worker will be subject to in this position with or without accommodations for disabilities. Indicate all that apply to the position with an "X". Please note that there can be more than one condition.)*

<input type="checkbox"/>	Outdoors	The worker is subject to outside environmental conditions. There is not effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
<input type="checkbox"/>	Indoors	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
<input checked="" type="checkbox"/>	Indoors and Outdoors	The worker is subject to both environmental conditions. Activities occur inside and outside.
<input type="checkbox"/>	Cold	The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.
<input type="checkbox"/>	Heat	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
<input type="checkbox"/>	Noise	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
<input type="checkbox"/>	Vibration	The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	Hazards	The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places and exposure to high heat or chemicals.
<input type="checkbox"/>	Atmospheric Conditions	The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory systems or the skin: fumes, odors, mists, gases or poor ventilation.
<input type="checkbox"/>	Oils	The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.
<input type="checkbox"/>	Respirator	The worker is required to wear a respirator.
<input checked="" type="checkbox"/>	None	The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).
<input type="checkbox"/>	Other	

#### MACHINES, TOOLS, EQUIPMENT:

*(Machines, tools, equipment, electronic devices, vehicles, etc, used in this position.)*

General office equipment, including personal computers, fax machines, copiers, telephones, etc. Health screening and monitoring equipment including, but not limited to, feeding pump, nebulizer, glucometer, catheter, suction/oxygen supplies and adaptive equipment. Must provide own transportation to drive a vehicle to various locations.

*Pasco County School District will provide reasonable accommodations to qualified individuals with disabilities to allow them to perform the essential functions of the job when such individuals request an accommodation.*