District School Board of Pasco County

School Related Personnel

JOB DESCRIPTION

Licensed Practical Nurse (LPN)

| Department: Student Support Programs and Services | Job Code: 4010 4013 5125 |
| FLSA: ☑ Exempt ☒ Non-Exempt | Salary Schedule: SRP 30B |
| Reports To: Supervisor Student Health Services/School Nurse (RN) | Work Days: 189 days |
| Board Approved Date: June 2, 2015 | Work Hours: 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
DISTRICT SCHOOL BOARD OF PASCO COUNTY
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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):

- 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.
- 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.
- 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.
- 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.
- 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)

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

- [ ] 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.

- [ ] Indoors
  The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.

- [x] Indoors and Outdoors
  The worker is subject to both environmental conditions. Activities occur inside and outside.

- [ ] Cold
  The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.

- [ ] Heat
  The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.

- [ ] 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.

- [ ] Vibration
  The worker is subject to vibration. There is exposure to oscillating movements of the extremities or whole body.

- [ ] 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.

- [ ] 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.

- [ ] Oils
  The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.

- [ ] Respirator
  The worker is required to wear a respirator.

- [x] None
  The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

- [ ] 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.*