

Leon County Public Schools Classification Specification

Salary Grade 27

Summary Information:

Classification Title: Registered Nurse **Date Prepared:** 04/2003
FLSA Status: Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

222	Immediate Care	Delivery of first aid to students and staff. Report and record accidents and injuries.
224	Medication Administration	Supervision and administration of students medications. Procurement of forms, required labeling and delivery.
219	Health Assessment	Oversee program to prepare a comprehensive assessment of the child's health status, including review of medical data, and developing recommendations for student's participation in an academic school program as a component of the multi-disciplinary evaluation.
213	Disease Control/Medical Policies and Procedures	Recommend and enforce health policies and procedures related to disease control.
225	Health Education	Assistance to students and staff in health education. Keep bulletin board and pamphlets updated.
212	Health Education Programs	Oversee program to conduct health education and awareness programs for students and staff outside of regular course work.
216	Individual Health Programs - Students	Develop, implement, and direct medical treatment/programs. Monitor, evaluate, and communicate patient/student progress.
220	Individual Health Programs - Staff	Oversee program to develop and implement medical treatment/programs. Monitor, evaluate, and communicate patient/staff progress.
211	General Health Screening	Oversee program to screen for dental and other health needs. This activity includes athletic screening. Refer to appropriate specialist.
223	Environmental Safety	Promotion and supervision of environmental safety.
218	Nurse Training Programs	Participate in the training of nurse interns.
210	Vision and Hearing Screening	Oversee program to screen for vision and hearing needs. Refer to appropriate specialist.

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Activity Name (cont.)

217	Health Records	Oversee program to document and maintain student health records. Collect immunization requirements.
221	Equipment and Supplies	Procurement of equipment and supplies. Oversee and maintain nurses office.
226	Parent/Community Liaison	Communicate to parents information regarding illness, medications, attendance, appointments, recommendations, immunizations, volunteering, etc. Liaison with medical community and community resources (e.g., County Health Dept., Hospitals, etc.).
228	State Reports	Compile statistics and prepare required state reports.
227	Maintain Certification(s)	Maintain current certifications such as CPR, First Aid, LPN, etc.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience:	B.A. or B.S. Degree with three years related experience; and Appropriate certification/license as required
Supervisory Responsibility:	None
Type of Supervision:	N/A

Effective Date: 07/01/2003