

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 6880  
7361 (ESY)  
Pay Grade: D07

FLSA: Non-Exempt

**CERTIFIED NURSING ASSISTANT**

**MAJOR FUNCTION:**

Assists in the provision of school health services and healthcare procedures under the supervision of a registered nurse.

**DUTIES AND RESPONSIBILITIES:**

- Administers first aid to students and staff as directed by and under the supervision of a registered nurse in accordance with Pinellas County Schools Emergency Flip Chart and Health Services Manual.
- Performs and/or assists in performing healthcare procedures and screenings as deemed appropriate by Health Services after appropriate training and in accordance with district policy and procedures. These may include but are not limited to head lice screenings, tube feedings, catheterizations, medication administration, nebulizer treatments, chest percussions, Epi-pen treatments, suctioning, and CPR. May require heavy lifting of students in and out of vehicular equipment.
- Assesses student's condition based on temperature, pulse, blood pressure, respiration; notifies the school's registered nurse and/or principal immediately in cases of serious illness or accident; may be required to take emergency action as needed.
- Assists other personnel or independently provides for the physical care of students, including toileting, positioning, and feeding.
- Alerts the school's registered nurse of possible communicable health problems detected among students and staff.
- Gives emotional support to ill and injured students.
- Assists the school's registered nurse with clerical duties for the health services program including maintenance of health records and clinic logs, which may require the use of a personal computer.
- Maintains neatness and cleanliness of health area including changing bed sheets, cleaning catheters and nebulizers, and general housekeeping duties; participates in clinic supply inventory and ordering.
- May be required to accompany students on district buses to assist in maintaining order and taking care of students' special needs.
- Attends professional education programs as requested.
- Performs related work as required and assigned.
- Assists in maintaining a school-wide atmosphere of wellness conducive to learning and highest student achievement.
- Implements school health services to all stakeholders.
- Demonstrates involvement in improving student health.
- Consistently models cooperation and teamwork.
- Interacts appropriately with all stakeholders.
- Regularly reports progress in attaining health-related goals and processes.
- Allocates time and resources in collaboration with the registered nurse.
- Assists in maintaining student, parent and community partnerships.
- Assists students and their families in the resolution of physical, emotional, developmental and educationally related health needs through direct services.
- Provides services based on individualized health care plans, individual education plan (IEP) and 504 plans.

## **CERTIFIED NURSING ASSISTANT**

### **DUTIES AND RESPONSIBILITIES: (continued)**

- Monitors and records student health data and makes referrals to supervising registered nurse, as appropriate.
- Implements school health services in accordance with school improvement plan, customer and state requirements.
- Identifies students at risk for health problems and makes referrals to supervising Registered Nurse (RN).
- Promotes safety measures and programs in the school to ensure a safe environment.
- Trains and monitors for use of universal blood and body fluids precautions throughout the program.
- Maintains a personal/professional development plan in collaboration with the registered nurse and engages in professional development activities.
- Administers medications and performs selected nursing procedures as delegated by the registered nurse.
- Provides delegated nursing services to students in a variety of school and school-related settings, which may include, but not be limited to the clinic, classroom, bus and field trips.
- Provides direct health care to students and staff in accordance with district policies and procedures.
- Reports identification of health care problems.
- Reports current trends in health status of students.
- Reports compliance with immunization requirements.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a GED and certification as a Nursing Assistant. Must obtain current certification in CPR and First Aid within one (1) month from date of hire.

### **PREFERRED:**

Previous pediatric experience.

ISSUED: 3/93 PBL; BOARD APPROVED: 7/28/93; REVISED: (TITLE CHANGE) 3/95 SV; BOARD APPROVED: 4/4/95; REVISED 11/00 NR-TO-PESPA; REVISED D&R, MQ, TITLE CHANGE: 1/01 AK; BOARD APPROVED: 2/27/01; REVISED WC: 4/04 LM; REVISED WC: 6/13/06 LMCK

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 exhaustive list of all responsibilities and duties required of those in this classification.

**CERTIFIED NURSING ASSISTANT**

| <b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>   | Seldom<br>Or<br>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     |        |