## UNIVERSITY SUPPORT PERSONNEL SYSTEM

### POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>1. Division:</th>
<th>Student Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Transaction Type:</td>
<td>![Establishment], ![Update], ![Transfer]</td>
</tr>
<tr>
<td>3. Position Number:</td>
<td>20129</td>
</tr>
<tr>
<td>4. School/College/Department</td>
<td>Student Health Services</td>
</tr>
<tr>
<td>5. Department Number:</td>
<td>047900062</td>
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<tr>
<td>6. Effective Date: (Personnel Use Only)</td>
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</tr>
<tr>
<td>7. Section:</td>
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<td>8. FTE:</td>
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<td>9. Budget Entity:</td>
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<td>10. Pay Plan:</td>
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<tr>
<td>11. Subsection:</td>
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<tr>
<td>12. Class Code:</td>
<td>5599</td>
</tr>
<tr>
<td>13. City:</td>
<td>Tallahassee</td>
</tr>
<tr>
<td>14. County:</td>
<td>Leon</td>
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<tr>
<td>15. Class Title:</td>
<td>Licensed Practical Nurse</td>
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</table>

### 16A. Essential Functions of the Job

This position serves as a Licensed Practical Nurse in the Student Health Center and reports to the Director, Student Health Services.

- Assists the Director of the Student Health Services department in managing day to day operations
- Provides nursing services to student patients under the direction of a licensed medical professional

20% Participates in the total care of the patient. Applies nursing principals and participates in nursing techniques in the care and treatment of acute, emergency and routine illnesses.

20% Clean wounds, changes dressing, irrigates ears, sets up trays, removes sutures, collects specimens for analysis and performs other related nursing procedures. Participates in total nursing care of patients. Makes appointments

20% Acts as triage nurse. Records accurately observations, symptoms, complaints and pertinent information on charts.

20% Applies nursing principles and participates in nursing techniques in the care and treatment of acute, emergency and routine illnesses. Charts information accurately on the patient’s records. Assist in the area as needed.

10% Assists and prepares the patients for examination and carries out nursing procedures. Assists and confers with the physician and ARNP concerning care and treatment of individual patients. Administers prescribed medications to patients intravenously, intramuscularly, and orally. Makes referrals, instructs and counsels patients about the physical, emotional and social aspects of health problems. Draws blood, HIV/AIDS counseling and testing.

10% Prepares and maintains supplies and equipment for sterilization. Replenishes and orders medical, laboratory, laundry and surgical supplies. Maintains workroom and assigned treatment rooms for use.

### 16B. Marginal Functions of the Job

Performs related work as required

### 16D. Level of Public Contact (statement of internal and external business contact, including frequency and scope) –
Will have ongoing contact with Students, Parents, Visitors, Administrators, and/or University Departments and Colleges.

### 17. POLICY MAKING INTERPRETATION: What statute establishes or defines the work performed?

NONE

### 18. SUPERVISOR’S POSITION: Number: **20126**, Class Code: __9440___ Class Title: Director, Student Health Services
Position #: 20142

19. SUBORDINATE UNITS: (State organizational units under your direct supervision. Include class titles and position numbers of positions directly supervised.

NONE

20. MONETARY RESPONSIBILITY: Current budget for which this position is accountable. Include statement of responsibility for funds, amount and consequence of error.

NONE

21. STATEMENT OF RESPONSIBILITY FOR CONFIDENTIAL DATA (The disclosure of which would be prejudicial to the successful operation of the University.)

Will have access to confidential medical data subject to numerous institutional, state, and federal statute, rule, and policy and will exercise appropriate caution in their personnel action. Must be in compliance with Federal Educational Rights & Privacy Act (FERPA) laws.

22. KNOWLEDGE/SKILLS/ABILITIES:

- Ability to observe patients’ symptoms and reactions to treatments
- Knowledge of nursing principles and techniques
- Knowledge of human anatomy and physiology
- Ability to administer medications
- Ability to work with patients and staff
- Ability to communicate effectively, orally and written
- Ability to establish and maintain good working relationships with others
- Ability to interpret and follow medical instructions
- Skill in the use of nursing equipment and instruments

22A. Education/Training/Experience - In order of importance, state any specific education, training and experience and knowledge, skills and abilities required for this position. Note that these requirements must be related to the essential functions and at least equal to the minimum qualifications stated on the official class specification.

Specialized Minimum Qualifications: A high school diploma and seven years of administrative support or related experience. Appropriate college course work or vocational/technical training may substitute as an equivalent rate for the experience.

Preferred Qualifications: Experience in higher education environment in Student Affairs to include, but not limited to: Orientation Programs, Campus Activities, Housing, or related area. A Bachelor’s Degree from an accredited institution and four years of experience in orientation programs, campus activities, housing, or a related area.

Working Hours: a) Daily from 8 to 5 b) Total hours per week 40

May be required to attend events related to Student Affairs on evening and/or weekends.

23. REQUIRED LICENSES/CERTIFICATIONS/OTHER SPECIFIC REQUIREMENTS OF LAW:

Please review statements below check all that apply.

_ X This position requires a background check and/or fingerprinting. Florida Statutes.

_ This position requires a childcare provider security check as required under Sections 402.305 and 402.3055, Florida Statutes.

_ This position is responsible for meeting the requirements of Section 215.422, Florida Statutes, as amended regarding the approval and/or processing of vendors’ invoices and/or distribution of warrants to vendors.

_ X This position requires licensure, certification or other special requirements described below.

State of Florida Nursing License

ATTACH ADDITIONAL SHEETS, IF NECESSARY, TO PROPERLY DESCRIBE THE POSITION.

24. SIGNATURES:

Incumbent __________________________ Signature __________________________ Date __________________________

Supervisor __________________________ Signature __________________________ Date __________________________

Reviewing Officer __________________________ Signature __________________________ Date __________________________