



Job Title: GISD Employee Clinic Nurse (LVN)

Exemption Status/Test: Exempt

Reports to: GISD Employee Clinic Manager

Date Revised: October, 2015

Dept. /School: GISD Employee Clinic

Primary Purpose:

Provide a full range of nursing service to include screening, planning implementing and evaluating the medical conditions of patients under the direction of the clinic manager.

Qualifications:

Education/Certification:

- Must complete an accredited professional nursing education program
- Must have a current license to practice professional nursing as a LVN in Texas from the State Board of Nurse Examiners
- Must maintain current Basic Life Support Certification
- Must attain continuing medical education credits as required by the State Board of Nurse Examiners

Special Knowledge/Skills:

- Possess broad base of knowledge regarding the nursing care principle, practices and procedures
- Possess an understanding of safety principles and infection control in the patient care environment
- Possess the ability to assess patient needs in order to coordinate the appropriate nursing care plan
- Possess a thorough understanding of the technical content of the position as well as the ability to apply these skills to health-related issues
- Possess strong assessment skills
- Possess knowledge of health appraisal to identify health defects
- Strong, effective communication, public relations and interpersonal skills

Experience:

A minimum of two (2) years nursing experience in community health and/or working with patients, preferred

Major Responsibilities and Duties:

1. Provide a full range of nursing services to include assessing, diagnosing, planning, implementing and evaluating the medical condition of school and city employees.
2. Provide temporary and emergency care for sick patients.
3. Perform screening procedures as required by the Texas Department of Health and district policy. Make appropriate referrals as necessary.
4. Maintain acceptable quantity and quality levels that will meet or exceed the production goals of the work unit to accomplish the overall objectives of the clinic.
5. Possess a thorough understanding of the technical content of the health clinic nurse position, and use these technical skills to apply to health-related issues.

6. Develop a plan of action to achieve daily work objectives as well as anticipate contingencies and develop alternate plans to meet completion deadlines.
7. Organize procedures and set priorities in order to make necessary adjustments to ensure a smooth workflow to meet deadlines and production goals.
8. Use a logical process to gather and analyze information, weigh alternatives and select the best plan of action.
9. Develop and coordinate a continuing evaluation of the health clinic and present changes based on the findings to clinic manager.
10. Communicate as needed with clinic manager, clinic providers and other health clinic staff members regarding health service issues.
11. Demonstrate behavior that is professional, ethical and responsible.
12. Perform other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Electronic thermometer, blood pressure cuff, otoscope, sphygmomanometer, vision screening equipment, basic clinic equipment, copier and personal computer

Posture: Prolonged standing, walking, stooping, bending and lifting

Environment: Exposure to bacteria and communicable disease

Mental Demands: Communicate effectively (verbal and written); interpret policies and procedures; make multiple decisions regarding health program; maintain performance level and emotional control under pressure situations

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.