



EMPLOYEE NAME: \_\_\_\_\_

Revised: 5/07; 1/08; 9/08; 8/11; 10/12; 10/13; 1/14; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Clinic Substitute, Licensed	<b>JOB CODE:</b> SUB2
<b>DIVISION:</b> Chief of Staff	<b>SALARY SCHEDULE:</b> LPN Rate of Pay
<b>DEPARTMENT:</b> Policy, Planning and Student Support	<b>WORK DAYS:</b> N/A
<b>REPORTS TO:</b> Principal	<b>PAY GRADE:</b> CA3
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides appropriate health care services for students in the school clinic; under the general supervision of the principal, in the absence of the school nurse.	

**REQUIREMENTS:**

1. Educational Level: High school diploma or GED; Graduate of an accredited nursing education program required
2. Certification/License Required: Valid Georgia RN/LPN license; must successfully complete the CCSD training course and pass all written tests; must fulfill continuing competency requirements
3. Experience: Minimum of 1 year nursing experience required; 2 years of professional nursing experience preferred
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; ability to maintain a positive working relationship with school personnel, students and families; record keeping and organizational abilities; interpersonal skills necessary for overseeing clinic; knowledge of fundamental nursing concepts, practices, and procedures is essential

***The Board of Education and the Superintendent may accept alternatives to some of the above requirements.***

**ESSENTIAL DUTIES:**

1. Demonstrates prompt and regular attendance.
2. Presents professional and well-groomed appearance according to District Dress Code.
3. Attends mandatory Clinic Substitute Training and updates training as needed.
4. Adheres to District Administrative Rules and delivers nursing services consistent with the Georgia Board of Nursing rules and regulations; nursing procedures are efficient, sage and effective; maintains accurate documentation of clinic services including emergency situations and demonstrates ethical and professional behavior, including maintenance of confidentiality at all times.
5. Uses and instructs students and staff in standard precautions at all times.
6. Administers and documents medications to students according to approved clinic policies, procedures, protocols and written physician directions to include injectable medications and emergency medication with appropriate documented records.
7. Performs appropriate health care procedures from orders written by a licensed physician.
8. Provides privacy, a caring environment, and displays and models respect towards students and others and communicates clear behavior expectations in the clinic to students and staff.
9. Identifies and manages individuals with suspected infectious illnesses and helps prevent transmission to others through exclusion and education; reports required information to the Consulting Nurse.
10. Uses Clinic Substitute Folder, New Nurse/Clinic Substitute Training Manual and other appropriate resource materials efficiently and effectively.
11. Communicates and collaborates with school personnel, nursing administration, students and families in a professional manner and with appropriate frequency about school health issues.
12. Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_