

LICENSED PRACTICAL NURSE

MAJOR FUNCTION

This is a professional position providing medical care under the standing orders of the Marion County Medical Director and allowed under the Florida State Nurse Practice Act. Purpose of the work is prevention of employee illness and injury through education and immunization programs. Work includes the detection of job acquired disease through follow up protocols for blood borne pathogens and tuberculosis. Position also assists occupationally injured employees reach their maximum medical improvement potential for return to work purposes.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Triage, assess, treat or refer employees according to their medical needs under the direction of the standing orders from the Marion County Medical Director.
- Encounter employees by obtaining history, mechanism of injury, vital signs and any other preparations that may be needed to allow Physician or Physician Assistant to see employee for their present complaint. (i.e., remove garments over place of injury.)
- Performs routine, annual and post offer employment physicals on employees or potential employees of the Marion County BCC and other constitutional officers as set forth by the Medical Director. Exams may include: vital signs, height and weight measurements, electrocardiograms, spirometry, visual acuity, urine dips and physical assessments.
- Performs drug screen collections for pre-employment, post accident, reasonable suspicion, random CDL and follow up visits under local, state and federal regulatory guidelines.
- Perform otoscopic examination and audiometry as per the Florida Noise Exposure Standard.
- Inoculate employees for protection against possible job-related illnesses as under the direction on the Marion County BCC Medical Director. Inoculations may include, but are not limited to, the following vaccines: Influenza, Tetanus and Diphtheria, Hepatitis.
- Performs tuberculosis testing as under the standing orders of the Medical Director.
- Provides consultation services to employees and department managers regarding either on/off-the-job medical difficulties. Refers employees and family members to the Employee Assistance Program.
- Maintains confidential medical records in accordance with statutory and regulatory requirement.

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- Enters employee encounter data in the occupational health management database.
- Supervises office staff when Clinic Supervisor is not available.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY FUNCTIONS

- Perform calibration of equipment for the daily operations of the clinic.
- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

Officially designated as a work leader on a partial or infrequent basis over a small number of employees (1 to 5 employees). Provides work assignment and guidance. Provides some input regarding job performance.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

Associate Degree or equivalent from two-year college or technical school in nursing; with three years related experience in the fields of occupational health and/or emergency medicine; or equivalent combination of education and experience.

Licenses

Valid Florida Driver License. Licensed Practical Nurse.

Certifications.

Certified, or the ability to become certified as a CAHOC Occupational Hearing Conservationist and Breath Alcohol Technician. Completion of a Certified NIOSH Spirometry training course. Certified, or ability to become certified, as a Drug Screen Collector.

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JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills.

- Ability to read, analyze, and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of the organization.

Mathematical Skills

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

Problem Solving Abilities.

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Can explain records, procedures to others as lead worker.
- Requires judgment regarding use of equipment, tools or material.

Specialized Skills and Abilities.

- Ability to work independently and exhibit sound judgment and decision making regarding medical situations while under duress.
- Ability to triage and refer employees for medical assistance.
- Ability to explain medical terminology in lay terms.
- Ability to keep detailed documentation of visits, interviews and conversations.

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- Ability to maintain employee confidentiality.
- Basic computer skills to enter employee encounters in the occupational health management database records maintenance system.
- Ability to interpret results of physical exam, audiometry and spirometry. Refer any abnormal results to the Registered Nurse, Physician Assistant and/or Medical Director as needed.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment.

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine and other general office equipment, as well as medical equipment such as a spirometer and calibration syringe, audiometer and electro-acoustic calibrators, Breathalyzer, vacutaner, glucometer, thermometer and sphygmomanoter, in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to have adequate close, distant and color vision to perform exams and operate equipment. Must have adequate hearing and be able to articulate clearly. This employee will need to auscultate lungs and heart sounds. Must be able to stand, walk and sit for long periods of time. Must be able to use fingers, feels with fingers, reach with hands or arms and be able to stoop, kneel, and crouch. Employee will bend, twist, turn lift above shoulders and lift up to twenty-five pounds on regular basis. The employee is occasionally required to lift over 50 pounds. The noise level for this job is moderate.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will frequently be exposed to blood and body fluids and occasionally be exposed to toxic or caustic chemicals.

Established: 10/99

Pay Grade: 9

Job Description Number: 3087

Category: 2

Status: NE

Revised: 9/2004