

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## LICENSED PRACTICAL NURSE (LPN)

<b>JOB CODE: 37520</b>	<b>PAY GRADE: 14</b>	<b>PAY RANGE: \$41,400 - \$66,240</b>
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### GENERAL DESCRIPTION

Under the general supervision of the Director of Nursing, RN Clinical Supervisor, and Registered Nurse, this position evaluates inmates within the scope of their license, and provides necessary and appropriate nursing care while observing all security requirements. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Carries out designated nursing procedures, including administration of medications, assisting in the planning and formulation of nursing care plans; observes records and reports symptoms, reactions and changes in the conditions of all inmates; provides care based upon inmate need/condition;
- Provides for emotional and physical comfort and safety of inmates; assist with activities of daily living with special attention to therapeutic significance; triage inmates for sick call; refer inmates to an RN or upper level provider; render care and treatment according to protocol;
- Attends staff meetings; attends educational classes as required by the license as well as accreditation standards; assists with the orientation of new members;
- Assist the MD/DO/PA/NP with sick call and minor surgical procedures when necessary; responsible for implementation of physician's orders as directed;
- Utilizes problem oriented medical record (SOAP format) to document all inmate contacts; maintains confidentiality of all inmate healthcare interactions;
- Maintains logs and prepares accurate statistics and other reports as directed; assists with the reordering and stocking of supplies; maintains a clean work area;
- Responds to emergencies with all necessary equipment;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.



## QUALIFICATIONS

- Graduation from an accredited licensed practical nursing program
- Licensed as a Licensed Practical Nurse (LPN) in the State of Florida
- Maintain appropriate, unrestricted credentials according to the licensure, certification, and registration requirements of the jurisdiction
- Satisfactory completion of the State of Florida IV Certification and NAPNES certification classes or a transcript from a college pharmacology course having attained a "C" or better
- CPR – BLS or ACLS Certification
- Must possess a valid Florida driver's license

## KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of organizational procedures, policies, practices, rules and regulations governing activities of the administrative functions and their interpretations
- Ability to work independently on complex and confidential tasks
- Ability to interact effectively and courteously with all, and to establish and maintain effective working relationships with members, other agencies, and the public
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

## PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 2 hours per day
- Stand up 5 hours per day
- Walk up to 3 hours per day
- Continuously lift up to 10 lbs.
- Occasionally lift up to 50 lbs.
- Continuously reach or twist
- Occasionally bend, squat, or kneel