

# Specialized Procedures Nurse

## Position Details

Class Code: 0097

Job Family: Paraprofessionals/Aides/Assistants

Classification: Support Professional

Terms of Employment: [Pay Grade 59 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

A licensed nurse who performs specialized nursing care, treatments, and medical procedures for students, primarily impacted by physical, emotional, and intellectual disabilities, which have been delegated under the direction of a school nurse.

Specialized Procedures Nurses may administer medication and carry out other technical nursing acts appropriate to their level of training/credentialing, and are required to maintain documentation of all nursing care provided.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Provides 1:1 nursing care for students who require a licensed nurse to attend school and ride the bus.
2. May monitor students and provide for student safety/healthcare needs during assigned period within a variety of school environments (health office well or sick area, assemblies, athletic areas/fields, school bus stops, cafeteria/multi-purpose room, classrooms, field trips, playgrounds, restrooms, etc.) for the purpose of maintaining a safe learning environment; may include physical interventions (jogging or running after student(s) to prevent them from doing harm to themselves or others.)

3. Measures and records student's vital signs including temperature, blood pressure, pulse, pulse oximetry, respiration, and growth parameters such as height and weight.
  4. Observes and charts students' conditions; reports changes, such as adverse reactions to medication or treatment, to the school nurse; takes any necessary action.
  5. Assists in coordinating medication and consent forms with parents/guardians.
  6. Administers prescribed medications and specialized procedures in accordance with licensed health care provider (LHCP) orders under the supervision of the school nurse.
  7. Assists in administering District-issued epinephrine, naloxone, and other emergency medications to students.
  8. Provides basic patient care, or performs medical procedures including:
    - Airway management
    - Small-volume nebulizer treatments
    - Oral, nasopharyngeal, or tracheostomy suctioning
    - Tracheotomy care
    - Diabetic care including glucose monitoring, carbohydrate counting, insulin dose calculations, and insulin administration
    - Enteral feeding and hydration
    - Colostomy and ileostomy care
    - Urinary catheterizations and indwelling catheter care
    - Assisting with neurogenic bladder and bowel control procedures
  9. Contacts parents/guardians and emergency medical personnel (ambulance) in emergencies; maintains accompanying records, as directed.
  10. Monitors students during and after seizures; monitors pain and illness in students unable to move or communicate; monitors ventricular shunt function.
  11. Assists with state-mandated vision, hearing, and dental screenings; records screening information in electronic medical record.
  12. Updates/maintains health and immunization records.
  13. Completes electronic medical record documentation and Medicaid billing as appropriate.
  14. May administer first aid and/or Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR)/AED), as necessary.
  15. Conforms to safety standards, as prescribed.
  16. Performs other tasks related to the position, as assigned.
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## Distinguishing Characteristics

Involves assisting school nurse in working with self-contained students with physical, emotional, and intellectual disabilities. Applies patient care/management theories and legal, ethical, and professional standards in nursing practice as a practical nurse.

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## Knowledge, Skills, and Abilities (Position Expectations)

1. Apply knowledge of safe, quality, evidence-based nursing practices to the care of children in the academic setting.
  2. Apply knowledge of culturally diverse students' health care needs.
  3. Apply knowledge of quality improvement processes to improve student health care outcomes.
  4. Knowledge of medical procedures/terminology, first aid, and CPR/AED.
  5. Ability to successfully complete skills training and demonstrate annual competency in nursing skills related to specialized procedures.
  6. Ability to demonstrate the knowledge, skill, and ability to assist students with special health care needs or perform specific health-related procedures safely and effectively, as described in Nevada Administrative Code (NAC) 632.226.
  7. Ability to identify and prioritize health-related incidents.
  8. Ability to learn, explain, and perform health-related medical procedures in accordance with the Nevada State Board of Nursing.
  9. Ability to work cooperatively with employees, students, parents/guardians, and other medical personnel.
  10. Must be willing to be fit-tested and wear an N95 Respirator Mask to care for students with suspected communicable diseases.
  11. Ability to learn/apply healthcare laws, rules, and regulations.
  12. Ability to maintain security of confidential information.
  13. Ability to use computers and software applications related to the health office.
  14. Demonstrated ability to read, write, speak, and understand the English language.
  15. Ability to handle emergency situations without supervision and make prudent health care decisions.
  16. Ability to recognize and report hazards and apply safe work methods.
  17. Ability to work flexible work hours/shifts.
  18. Possess physical and mental stamina commensurate with the responsibilities of the position.
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# Position Requirements

## Education, Training, and Experience

1. High school graduation or other equivalent (General Education Development (GED), foreign equivalency, etc.).
2. Completion of a Practical Nursing Program with full accreditation status from the Nevada State Board of Nursing.
3. Experience with Electronic Medical Record documentation.

## Licenses and Certifications

1. Licensed in the state of Nevada or ability to become licensed, by the time of appointment to the position, as a Licensed Practical Nurse (LPN) or Registered Nurse (RN) with a two (2) or three (3) year degree from an accredited college/university.
2. Current Basic Life Support (BLS) for Healthcare Workers certification from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the BLS certificate must be uploaded into the application.
3. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
4. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
5. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

## Preferred Qualifications

Recent hospital experience preferred.

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## Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
2. Current Nevada LPN or RN license with a two (2) or three (3) year degree from an accredited college or university.

3. Current BLS certificate, as identified above. A copy of the front and back of the BLS certificate must be uploaded into the application.
  4. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  5. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
  6. Safe driving record.
  7. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

Clark County School District schools (classrooms, health offices, labs, clerical offices, isolation/sick room, other designated school areas) and other District facilities.

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## **Work Environment**

### **Strength**

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; 10-25 lbs., constantly.

### **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, stopping, kneeling, climbing, crouching, jogging, reaching, handling, and repetitive fine motor activities. Must be willing to be fit-tested and wear an N95 Respirator Mask. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

### **Environmental Conditions**

Varies from a climate-controlled office/classroom setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

## **Hazards**

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

District-issued/personal vehicle, thermometer, splints, first aid supplies, catheters and other drainage tubes, blood glucose monitoring supplies, blood pressure cuff, stethoscope, Insta-Lines (vision screening), audiometers (hearing screening), large and small therapy equipment, personal protective equipment, small tools, computers, printers, copiers, telephones, fax machines, etc.

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 08/06/24
- Created: 07/01/88