

**BEMIDJI AREA SCHOOLS**  
**POSITION JOB DESCRIPTION**

ORINATION DATE April 2006  
 LAST REVISION DATE October 2015  
 BAND & GRADE B-2-3-6

POSITION TITLE Health Paraprofessional-Licensed

IMMEDIATE SUPERVISOR(S): District School Nurse and Building Supervisor

Job Summary (Basic Purpose of Position)

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 SUPERVISOR

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 EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

The Licensed Health Paraprofessional (RN/LPN) provides direct nursing care as needed to address a wide range of health issues for children using established guidelines, protocols, episodic care, and nursing skills, within the Minnesota Board of Nursing scope of practice for an LPN and maintains student health records.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/G RADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
<b>NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS</b>					
1.0 ROUTINE CARE FOR ILL OR INJURED STUDENT 1.01 Assess the extent of illness or injury and assist accordingly. 1.02 Evaluate health status using nursing knowledge. 1.03 Assess the degree of the emergency and establish priorities for action. A. Immediate care given. B. Call the ambulance and notify the district school nurse (LSN). C. Notify parents. 1.04 Contact parents of students with health needs. 1.05 Provide ongoing observation and feedback on student health conditions to the district school nurse as needed.	B2  B2 B2  A1 B2	40-70%		Knowledge of: 1. First Aid 2. CPR & AED (current certification) 3. EMS 4. Sterile technique 5. Vital signs 6. District policy and procedures 7. Accident report protocol 8. Diabetic assessment  Ability to: 1. Identify first aid needs 2. Remain calm in emergency situations 3. Able to react quickly 4. Maintain a positive relationship with students 5. Understand age appropriate vital signs. 6. Monitor vital signs 7. Ability to evaluate health status using nursing knowledge 8. Emergency response plans 9. Make a safe decision on student transport as needed-parent versus ambulance.	1.01 Ill or injured student were cared for promptly in accordance with district policies and procedures. 1.02 Students with health needs received immediate, accurate emergency care with safe transportation. 1.03 Parents were contacted. 1.04 Completes computer/paperwork, as needed, i.e. the accident report. 1.05 District school nurse appropriately notified.

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				10. Assess diabetic students for signs of hypoglycemia and hyperglycemia Skill in: <ol style="list-style-type: none"> <li>1. Applying appropriate first aid technique</li> <li>2. Use of health office equipment: thermoscans stethoscopes/ sphygmomano-meter, carrying board, splints, AED, computer</li> <li>3. Recognition of pulse points</li> <li>4. Discernment of different breath sounds</li> <li>5. Providing appropriate treatment to manage diabetic needs</li> </ol>	
2.0 STUDENTS WITH DISABILITIES AND CHRONIC HEALTH NEEDS 2.01 Provide skilled nursing care for students who are medically fragile or with complex nursing care needs. 2.02 Assist student with disabilities in areas of daily living skills such as toileting functions, mobility and walking devices. 2.03 Perform specialized health care functions as designated and trained to do by the district school nurse i.e. clean intermittent catheterization, gastrostomy tube feeding, tracheostomy care). 2.04 Assist and/or observe asthmatic students with managing their asthma (i.e. rescue inhalers, peak flows, nebulizers, and respiratory evaluation). 2.05 Assist and/or manage diabetic students in blood glucose monitoring, carbohydrate counting, insulin injections, and insulin pump operation. 2.06 Notifies the district school nurse of changes in the conditions of any students with special health needs. 2.07 Communications with parents of students with	B2 B2 B2 B2 B2 B2	30-50%		Knowledge of: <ol style="list-style-type: none"> <li>1. A variety of disabilities and chronic health needs of students. Including, but not limited to:                             <ul style="list-style-type: none"> <li>•Diabetes</li> <li>•Asthma</li> <li>•Spina Bifida</li> <li>•Cerebral Palsy</li> <li>•Traumatic Head Injuries (TBI)</li> </ul> </li> <li>2. IEP requirements for third party billing.</li> <li>3. Emergency care/response plans</li> <li>4. District Policies and procedures</li> <li>5. Signs, causes, and care of students with ERP/ECP</li> <li>6. ADLs (activities of daily living)</li> <li>7. Proper sterile techniques;</li> </ol>	2.01-2.04 Students with disabilities were assisted according to the district policy and student/parent's wishes. 2.05 Diabetic students were monitored accurately and appropriately. 2.06 District school nurse notified. 2.07 Parents notified. 2.08 Appropriate referrals made.

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<p>special health needs. 2.08 When appropriate, provides referrals to other members of the school health team and community resources, and acts as a point of contact between school, families, and community.</p>	<p>B2</p>			<p>including stomas (J-tube, G-tube, colostomy, etc.), catheters, and tracheas.</p> <p>Ability to:</p> <ol style="list-style-type: none"> <li>1. Identify needs</li> <li>2. Form a working relationship with students with ongoing health needs</li> <li>3. Provide competent nursing care related to the student's health needs</li> <li>4. Use equipment (health office equipment &amp; student's specialized equipment)</li> <li>5. Evaluates response to treatment using nursing knowledge</li> <li>6. IEP requirements of 3<sup>rd</sup> party billing for nursing care</li> <li>7. Able to understand medical terminology</li> <li>8. Obtain and maintain physician orders.</li> <li>9. Identify signs and symptoms of adverse reactions to problems associated with G-tubes, J-tubes, catheters and tracheas.</li> </ol> <p>Skill in:</p> <ol style="list-style-type: none"> <li>1. Catheterization</li> <li>2. Gastrostogavage &amp; gastrobuttons</li> <li>3. Lung auscultation</li> <li>4. Nebulizer use</li> <li>5. Inhalers and spacers</li> <li>6. Glucose monitors</li> <li>7. Ketone evaluation (blood and urine)</li> <li>8. Injections such as insulin</li> </ol>	
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				and epi pen administration. 9. Proper suctioning technique with trachea care. 10. Sterile techniques.	
3.0 MEDICATIONS 3.01 Administer medications, including injections, in accordance with district medication policy. 3.02 Maintain a daily medication flow chart for each student taking medication. 3.03 Provide security for medications, including controlled substances. 3.04 Communicate with parents for medication refills and pick-ups.	A1 A1 A1 A1	10-20%		Knowledge of: 1. District medication policy 2. The condition being treated 3. Side effects of medication. 4. Proper technique of dispensing medication 5. Doctor's order in place 6. Parent's written consent and instructions 7. The "Five R's" of medication administration: Right patient, Right medication, Right dosing, Right time and Right route.  Ability to: 1. Recognize possible side effects and adverse reactions 2. Maintain accurate records 3. Recheck medication and dosage each time given to prevent mistakes 4. Report any medication errors to district school nurse. 5. IEP requirements of 3 <sup>rd</sup> party billing for nursing care 6. Count medications with parents and co-sign 7. Keep medications in locked cabinet 8. Provide health care information, related to medications, for students and parents.	3.01 Medications were dispensed accurately and effectively according to district medication policy. 3.02 Records were up-to-date and accurate. 3.03 Accurate medication counts. 3.04 Adequate medication supplies available for students.

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				Skills in: <ol style="list-style-type: none"> <li>1. Administering oral, inhaled, topical, ear/eye drops, rectal, and injectable medication</li> <li>2. Entering accurate documentation into student database.</li> </ol>	
4.0 COMMUNICABLE DISEASE 4.01 Maintain immunization records. 4.02 Knowledge infectious diseases. (i.e.) <ul style="list-style-type: none"> <li>•Head lice</li> <li>•Flus/colds/strep throat</li> <li>•Chicken Pox</li> <li>•Pertussis</li> <li>•Impetigo</li> </ul> 4.03 Communications with parents.	A1 B2  A1	10-20%		Knowledge of: <ol style="list-style-type: none"> <li>1. Familiar with MN School In accordance Law (Stat. 121A.15)</li> <li>2. District Immunization Policies</li> <li>3. Student database program</li> <li>4. MIIC website</li> <li>5. Local resources for immunizations</li> <li>6. Blood Borne pathogens &amp; universal precautions</li> <li>7. A variety of infectious diseases</li> <li>8. Prevention means for infectious disease</li> </ol> Ability to: <ol style="list-style-type: none"> <li>1. Ascertain adequate immunization coverage in accordance with MN Immunization law</li> <li>2. Compile and enter information in the student records on the student database program</li> <li>3. Locate and obtain records from previous schools</li> <li>4. Ability to protect self and others against BBP</li> <li>5. Notify parents of potential exposure</li> <li>6. Recognize potential infectious diseases with consultation with the</li> </ol>	4.01 All students meet MN State immunization requirements. 4.02 Infectious disease will be identified early and prevention methods enacted. 4.03 Parents notified.

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				<p>district school nurse</p> <p>7. Provide health care information regarding communicable diseases, prevention and treatment, to students and parents/guardians as directed by the District Nurse (LSN)</p> <p>Skill in:</p> <ol style="list-style-type: none"> <li>1. Assessing student's immunization requirements</li> <li>2. Preparing exclusion letter for parents of students not in compliance with state laws</li> <li>3. Completing MN state immunization report</li> <li>4. Communicating with parents on immunization and infectious disease</li> <li>5. Isolating, as necessary, a student with an infectious disease</li> </ol>	
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<p>5.0 HEALTH SCREENING</p> <p>5.01 Coordinate screening programs with principal, teachers, and district school nurse.</p> <p>5.02 Recruit and train parent volunteers.</p> <p>5.03 Assist district school nurse in screenings.</p> <p>5.04 Rescreen students who do not meet passing criteria.</p> <p>5.05 Refer to district school nurse for further screening.</p> <p>5.06 Inform parents of need for student referral.</p> <p>5.07 Follow up on referrals.</p> <p>5.08 Perform screening procedures on request of school personnel, parents, and district school nurse for educational concerns or for IEPs.</p> <p>5.09 Identify students requiring extra screenings by the district school nurse, i.e. scoliosis and acanthosis nigricans.</p>	<p>B2</p> <p>B2</p> <p>B2</p> <p>B2</p> <p>B2</p> <p>A1</p> <p>A1</p> <p>B2</p> <p>B2</p>	<p>10-15%</p>		<p>Knowledge of:</p> <ol style="list-style-type: none"> <li>1. State regulation screening criteria</li> <li>2. Referral criteria and process</li> <li>3. Student database system</li> <li>4. The use of appropriate screening equipment.</li> </ol> <p>Ability to:</p> <ol style="list-style-type: none"> <li>1. Instruct student in proper testing techniques</li> <li>2. Record results accurately in the student student database program.</li> <li>3. Identify pass/referrals of the screenings.</li> <li>4. Communicate the test results to the district school nurse</li> </ol> <p>Skill in:</p> <ol style="list-style-type: none"> <li>1. Use of Snellen/Sloan and HOTV eye charts</li> <li>2. Muscle balance and corneal reflex testing</li> <li>3. Application of the Ishihara Color test</li> <li>4. Use of the audiometer and OAE machines</li> <li>5. Use of height and weight scales</li> <li>6. Visual observation for scoliosis and acanthosis nigricans</li> </ol>	<p>5.01 Screening programs were completed smoothly and efficiently.</p> <p>5.02 Parent volunteers were properly recruited and instructed.</p> <p>5.03 Each student has completed required annual screening.</p> <p>5.04 Students not passing initial screening were rescreened.</p> <p>5.05 District school nurse was informed of referral needs.</p> <p>5.06 Appropriate referrals were made to district school nurse.</p> <p>5.07 Follow-up referrals were completed and appropriate information was filed on student health records.</p> <p>5.08 Individual screening requests were completed.</p> <p>5.09 District school nurse was notified of need for further evaluation.</p>
<p>6.0 PREPARE AND MAINTAIN REQUIRED RECORDS</p> <p>6.01 Keep a daily record of student visits and parent contacts.</p> <p>6.02 Record significant information on student's health records and scan documents in as appropriate to student health database.</p> <p>6.03 Keep an up-to-date confidential list of students with health problems.</p> <p>6.04 Submit required flu, scoliosis and immunization</p>	<p>A1</p> <p>B2</p> <p>A1</p> <p>A1</p>	<p>15-20%</p>		<p>Knowledge of:</p> <ol style="list-style-type: none"> <li>1. Correct charting procedure</li> <li>2. District policies and procedures</li> <li>3. Student database program</li> <li>4. Confidentiality</li> <li>5. FERPA and HIPAA laws</li> </ol> <p>Ability to:</p> <ol style="list-style-type: none"> <li>1. Use computer</li> </ol>	<p>6.01 Reports and records were completed and maintained with accuracy as required by district health services policy.</p> <p>6.02 Reports and records were completed and maintained with accuracy as required.</p> <p>6.03 Staff and district school nurse were informed of student health problems that impact their education.</p> <p>6.04 Reports were submitted within established</p>

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survey reports to the State Department of Health. 6.05 Record screening information on the student's electronic health database. 6.06 Contact parents when medical referral is needed. 6.07 Submit accident reports when required. 6.08 Submit a detailed monthly and end-of year reports to the district school nurse reporting all health office activities. 6.09 Maintain confidentiality. 6.10 Communicate student health conditions with staff on a right to know basis.	A1  A1 A1 A1  A1 B2			2. Communication with district school nurse, parents, and staff 3. Discern "right to know" Skill in: 1. Computer data entry 2. Protects a student's privacy 3. Uses correct grammar, spelling and punctuation	deadlines. 6.05 Screening results recorded. 6.06 Parents were informed of referrals as needed. 6.07 Accident reports were submitted accurately and were on time. 6.08 Required reports were submitted accurately and on time. 6.09 Confidentiality was maintained. 6.10 Records are available to appropriate personnel upon request.
7.0 COMMUNICATES WITH STUDENTS, PARENTS, STAFF, AND DISTRICT SCHOOL NURSE 7.01 Assist with identification of students who need a modified curriculum due to a medical problem. 7.02 Promote health improvements by helping students establish and maintain healthy lifestyle. A. Focus on improving health related knowledge, attitudes, skills, and behavior in a school environment. B. Take advantage of student visits to health office to teach self-help and wellness 7.03 Serve as a resource person for health and safety. 7.04 Serve as a liaison between home and school in promoting effective health practices. 7.05 Assist in planning and presenting programs on health and safety-related subjects to classrooms when requested by teachers or district school nurse. 7.06 Assist in maintaining a safe, healthy, positive school environment. 7.07 Assist the district nurse (LSN) in the determination of the need for an Emergency Response Plan (ERP) for students due to medical conditions.	B2  B2  B2  B2  A1 B2	15-30%		Knowledge of: 1. School health concepts 2. State mandated requirements 3. District policies and procedures Ability to: 1. Interest in working with children/adolescents 2. Communicate verbally and in writing in a clear courteous and professional manner. 3. Portray a positive role model for children and exhibit a positive attitude about health benefits to students. 4. Demonstrate a willingness to maintain sound working relationships with school personnel and community. 5. Follow health services policies and procedures. 6. Have parent/guardian complete ERP forms and notify appropriate staff with accurate information regarding ERPs 7. Scan and document ERPs in student health database.	7.01 Assistance was provided. 7.02 Student demonstrates proper understanding of health care problems. 7.03 Materials were provided as requested. 7.04 Liaison activities were provided. 7.05 Contributions to school safety and health were provided. 7.06 School environment is safe, healthy and positive. 7.07 Assisted in the timely development and communication regarding student emergency response plans.



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				Skill in: 1. Alert to environmental hazards. 2. Awareness of student behaviors	
<p>8.0 STUDENTS WITH ABUSE AND/OR MENTAL HEALTH ISSUES</p> <p>8.01 Complete oral report of suspected child abuse followed by a written report.</p> <p>8.02 Support legal and social efforts to combat the abuse.</p> <p>8.03 Notify district school nurse of any pending reports.</p>	<p>B2</p> <p>A1</p> <p>A1</p>	<p>5-15%</p>		<p>Knowledge of:</p> <ol style="list-style-type: none"> <li>1. Indicators of child abuse and neglect. The effect on the child's performance, behavior, and wellness</li> <li>2. District policies and procedures</li> <li>3. Children's mental health issues</li> <li>4. School resources: School nurse, social workers, psychologists, counselors</li> </ol> <p>Ability to:</p> <ol style="list-style-type: none"> <li>1. Work with children with a deep sense of personal commitment.</li> <li>2. Observe child's appearance and behavior to compare and contrast unusual behaviors and/or identify an established pattern</li> <li>3. Recognize unusual changes in student's behavior</li> <li>4. Respond compassionately to students and their families</li> </ol> <p>Skill in:</p> <ol style="list-style-type: none"> <li>1. Observation and documentation of any injuries.</li> <li>2. Communication with sensitivity to the child's possible situation</li> <li>3. Recognition of depression, anxiety, suicidal idealization and/or self-</li> </ol>	<p>8.01 A report is filed. Legal responsibilities and district policy were followed.</p> <p>8.02 Legal and social efforts were supported.</p> <p>8.03 Mental health issues of the student will be addressed and referred as appropriate.</p>

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				injury	
<p>9.00 MAINTAIN HEALTH OFFICE SUPPLIES AND EQUIPMENT</p> <p>9.01 Keep adequate stock of necessary first aid supplies.</p> <p>9.02 Care for screening and office equipment.</p> <p>9.03 Keep an up-to-date inventory.</p> <p>9.04 Order supplies and equipment.</p>	<p>A1</p> <p>A1</p> <p>A1</p>	<p>5-10%</p>		<p>Knowledge of:</p> <ol style="list-style-type: none"> <li>Sources of supplies and equipment</li> <li>Approximate amount needed for the school year census</li> </ol> <p>Ability to:</p> <ol style="list-style-type: none"> <li>Keep equipment in good working order</li> <li>Keep an up-to-date inventory of supplies</li> <li>Complete requisitions and purchase orders accurately</li> </ol> <p>Skill in:</p> <ol style="list-style-type: none"> <li>Organizing</li> <li>Anticipating health office needs</li> </ol>	<p>9.01 Adequate supplies were maintained.</p> <p>9.02 Equipment was maintained.</p> <p>9.03 An up-to-date inventory was maintained.</p> <p>9.04 Requisitions and purchase orders were completed accurately and within established deadlines and budgetary limitations.</p>
<p>10.0 PERFORM OTHER DUTIES ASSIGNED BY SUPERVISOR</p> <p>10.00 Assume secretarial duties in absences of secretary.</p> <p>10.01 Monitor student behavior on school grounds.</p> <p>10.02 Complete continuing education requirements as designated by district school nurse or district policy:</p> <ol style="list-style-type: none"> <li>Current RN/LPN licensure</li> <li>First Aid and CPR</li> <li>Other outside workshops;Re: specific</li> <li>health conditions (i.e. diabetes, epilepsy, etc.)</li> </ol>	<p>A1</p> <p>A1</p> <p>A1</p>	<p>5%</p>		<p>Knowledge of:</p> <ol style="list-style-type: none"> <li>Supervisor's and principal's policies</li> <li>District registration policy</li> <li>Office procedure</li> <li>Requirements for recertification</li> </ol> <p>Ability to:</p> <ol style="list-style-type: none"> <li>Keep accurate records</li> <li>Communicate verbally and in a courteous, professional manner</li> <li>Flexibility</li> </ol> <p>Skill in:</p> <ol style="list-style-type: none"> <li>Operating office equipment</li> <li>Phone usage and etiquette</li> </ol>	<p>10.01 Office duties were provided in absence of secretary.</p> <p>10.02 Student's behaviors monitored.</p> <p>10.03 Requirements completed.</p>

Minimum Qualifications: Licensed Practical Nurse