



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN
HUMAN RESOURCES DEPARTMENT

Licensed Practical Nurse (LPN)

POSITION SPECIFICATIONS

REPORTS TO

Reports to and evaluated by the nursing supervisor.

PRIMARY FUNCTION

Under the direction and supervision of the Nursing Supervisor, Registered School nurse, or School Medical Advisor provides nursing services and prescribed medical services to students within the structure of the student's school program.

QUALIFICATION PROFILE

CERTIFICATION / LICENSE

- Current State of Connecticut Licensed Practical Nurse (LPN) license without restriction.
- Current CPR Certification.

EDUCATION

Graduate of an accredited educational program for licensed practical nurses.

EXPERIENCE

- Minimum of 1 year of experience working with medically fragile patients.
- Experience with tracheostomies, feeding tubes and catheterization.
- Pediatric experience preferred

SKILLS, KNOWLEDGE & ABILITIES

- Ability to administer medications and treatments to students and knowledge of laws and policies for dispensing and control of medications and treatments.
- Ability to work with student's IEP or 504 plan
- Ability to recognize situations that exceed LPN training and expertise, thus necessitating the need to notify and consult with a Registered Nurse.
- Ability to work effectively in an environment with frequent interruptions requiring the ability to concentrate and consistently produce accurate work while responding to interruptions and changing priorities.
- Initiative and ability to work with minimal direction.
- Ability to establish and maintain an effective working relationship with students, parents, staff, and other personnel.
- Ability to maintain medical records accurately.
- Ability to exercise professionalism when providing care or communicating with students, parents, staff, and the public.
- Ability to maintain confidentiality of all student, school and personnel matters.
- Ability to lift and carry weight up to 50 pounds.
- Ability to walk, stand, and climb stairs and the mobility to carry out the Licensed Practical Nurse responsibilities and duties as listed.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Collect, reports, and records subjective and objective data in an accurate and timely manner including

observations about the condition or change of the student and signs and symptoms of deviation from normal health status.

- Participate in the development of individual health care plans in consultation with the registered nurse.
- Perform health screenings for vision, scoliosis and hearing as needed based on state regulations and Board of Education policy.
- Assist in reviewing and recording immunizations, and health assessments that are required for school enrollment/attendance.
- Administer medications with the written consent of parents/legal guardians and by order of the student's health care provider.
- Provide care for students as needed following standing orders or individual student medical orders.
- Contact physicians or other health agencies as the need dictates.
- Work with medically fragile students and perform specialized medical procedures as needed by the student such as catheterization, suctioning, tracheotomy care, and tube feeding.
- Document all nursing interventions rendered.
- Maintain health records in a confidential manner.
- Report to the registered nurse information about the nursing interventions performed and the student responses to care.
- Implement nursing interventions as per medical orders, standing orders, or the direction of the registered nurse, nursing supervisor or school medical advisor.

ADDITIONAL DUTIES

- General support to the school nurse in the absence of the assigned students.
- Perform other appropriate duties as assigned by the nursing supervisor, registered nurse, school principal or designee.

EQUIPMENT

Must be able to use appropriate office and/or job-related medical equipment.

TRAVEL REQUIREMENTS

Limited travel among schools when necessary.

TERMS OF EMPLOYMENT

SALARY & BENEFITS

In accordance with Local 1186 contract.

WORK SCHEDULE / TERMS

- In accordance with Local 1186 contract.
- Exposure to body secretions, blood borne pathogens, medicine and medicinal supplies, illnesses and diseases.

UNION AFFILIATION

Local 1186

FUNDING SOURCE

Local

Job description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.