

## SUBSTITUTE SCHOOL NURSE – LPN/RN

### ESSENTIAL DUTIES & RESPONSIBILITIES:

- A. Performs nursing functions under the supervision of the Health Services Coordinator:
  - Communicating with the Health Services Coordinator by phone, email or meeting regarding clinical issues and program management
  - Collecting and reporting as requested by the RN for maintaining individual health care plans
  - Performing health care procedures as outlined on individual health care plans
- B. Acts as a member of the health care team.
- C. Maintains health records by:
  - Collecting health screening data
  - Filing health related forms, such as physician communication, in health files
  - Documenting parental/guardian and physician notifications regarding health matters
  - Transferring health records to requesting schools in a timely manner
- D. Maintains immunization records on students by:
  - Staying up-to-date with current immunization laws
  - Reviewing current records for adequate documentation
  - Requesting additional records from other schools/districts, health care agencies, and parents/guardians
  - Enforcing state law for exclusion of inadequate immunization and communicates with school administration as needed
  - Assisting parents/guardians with obtaining records as needed
  - Assisting elementary and middle school secretaries with performing reporting duties
  - Assisting elementary and middle school secretaries with reviewing immunization records for verification of adequate documentation
- E. Participates in health screening programs.
- F. Maintains and administers first aid and illness assessment/management to students and staff members by:
  - Performing basic physical exam and documents history of illness/injury
  - Staying up-to-date on first aid techniques and responses to health issues
  - Notifying RN and/or Health Services Coordinator of significant or unusual injuries, illnesses or difficulties managing a health condition
  - Implementing and following board policy when authorizing the exclusion and readmission of students in connection with communicable diseases
- G. Facilitates health maintenance of students by:
  - Administering physician prescribed medications
  - Administering and performing treatments such as tube feeding, tracheal suctioning, etc. as required
  - Collecting data, and documenting and reporting the response to medications and treatments
  - Maintaining required documents for medications and treatments (physician and parent/guardian permission, etc)
- H. Maintains a cooperative and professional relationship with staff and supervisors by:
  - Establishing and maintaining effective and cooperative relationships with those contacted in the course of the work day
  - Communicating and interacting effectively with students, parents/guardians and staff
- I. Maintains a high level of ethical behavior and confidentiality of any information regarding student, staff and all-job related matters.
- J. Collaborative Responsibilities:
  - Demonstrates a clear understanding of and adherence to district, school and program policies, practices and goals
  - Interacts with colleagues and students in a respectful manner
  - Demonstrates understanding of and compliance with confidentiality practices
- K. Other duties as required by Health Services Coordinator.

**MINIMUM QUALIFICATIONS:**

- Education
  - High school diploma or equivalent
  - Graduate of Practical Nursing Program
  - Valid Montana LPN license
  - Current CPR certification
  
- Experience
  - Two years of successful full-time experience in a clinical setting, pediatrics or community health nursing *preferred*
  - Computer experience *preferred*
  
- Special Requirement
  - Valid driver's license, daily access to personal vehicle and driving skills
  
- Knowledge, Skills and Abilities
  - Knowledge and practice of board and school policies including health related policies
  - Knowledge of the Montana Nurse Practice Act
  - Knowledge, skills and ability to perform first aid, nursing procedures and health treatments
  - Ability and skills to organize and perform job duties with little or no direct supervision
  - Ability to understand and carry out written and oral instructions
  - Ability to prepare and write reports and correspondence
  - Ability to follow standardized health procedures and to discern when to contact RN or Health Services Supervisor
  - Ability to handle stressful situations
  - Ability to demonstrate an understanding, patient, positive and receptive attitude toward students
  - Ability to effectively manage time and responsibilities
  - Ability to understand and implement school safety rules and regulations
  - Knowledge of and ability to perform basic computer skills, word processing and data entry
  - Ability to handle interpersonal relations, problem solving and public relations
  - Ability to work with students and parents/guardians, prioritize tasks and adjust work schedule to accommodate demands
  - *Other qualities as deemed necessary by the Health Services Supervisor*

**WORK ENVIRONMENT:** While performing the duties of this job, the employee regularly works inside and occasionally outdoors traveling to work locations. The employee must be able to meet deadlines with severe time constraints, work both individually and as a team member, manage multiple tasks, prioritize work load, manage interruptions to work, handle conflict resolution with students, and work in buildings/areas that are often crowded. The noise level in the work environment is usually moderate but may vary. The employee may potentially be exposed to infectious body fluids.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to sit, walk, and stand; twist at neck and waist; kneel and bend. Other requirements may include driving, lifting and/or carrying up to 30 pounds, pushing or pulling wheelchairs. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this position, the employee rarely performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

*The physical demands, work environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual s with disabilities to perform the essential functions.*

**IMMEDIATE SUPERVISOR:** HEALTH SERVICES SUPERVISOR

**TERMS OF EMPLOYMENT:** Substitute LPN \$14.00/hr; Substitute RN \$24.00/hr

**AN EQUAL OPPORTUNITY EMPLOYER**

*Updated: November 2022*