



TITLE:	Licensed Vocational Nurse - LVN	STATUS:	Non-Exempt/At-Will
REPORTS TO:	Principal or Designee	TERMS:	189 Days
DEPARTMENT:	Assigned Campus	PAY GRADE:	PT7

PRIMARY PURPOSE:

Implement school health program by providing direct health related services, health education and preventive health practices to meet the needs of students and staff, under the clinical supervision of the Director of Health Services and/or supervising Registered Nurse (RN). Provide clinical oversight/supervision of the Clinic Assistant when applicable.

QUALIFICATIONS:

Education/Certification:

Graduate of an accredited professional nursing education program
 Current Texas or Compact Vocational/Practical Nurse License with State Board of Nurse Examiners required
 Current BLS Provider certification required
 Certification in Vision, Hearing and Spinal screening preferred
 Any additional training/certification necessary to fulfill school nursing duties/responsibilities

Special Knowledge/Skills:

Ability to comply with standards of care in accordance with the Texas Nurse Practice Act and the Texas Board of Nurse Examiners in the school setting.
 Ability to comply with federal guidelines (FERPA) regarding confidentiality of a student's health/education record.
 Computer skills and willingness to learn/adapt to district software/Electronic Health Record, SHARS billing, Laserfiche
 Excellent organizational, communication and interpersonal skills
 Ability to maintain professional behavior, appearance, and work ethic, representing the school district in a positive manner at all times.
 Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

Supervisory Responsibilities:

Direct the work of the assigned Clinic Assistant.
 Provide appropriate orientation and development of the clinic assistant.
 Demonstrate positive leadership and management skills in supervision of the assigned Clinic Assistant.
 Observe professional and ethical standards for supervision in accordance with the Texas Nurse Practice Act.

Experience:

Minimum of 3 years nursing experience required, community/public health, pediatrics or school nursing preferred

Working Conditions:

Mental Demands/ Physical Demands/Environmental Factors:

Ability to maintain emotional control under stress.
 Work with frequent interruptions.
 Exposure to biological and chemical hazards, bacteria, blood-borne pathogens and communicable diseases.
 Ability to stand for prolonged periods of time, frequent stooping, bending, pulling, lifting and pushing.



Frequent district wide travel, if itinerant nurse.
Occasional prolonged and irregular working hours.

Equipment Used:

Computer, copier, scanner, standard medical equipment including but not limited to an AED, hearing and vision screening equipment and any additional medical equipment that may be necessary.

MAJOR RESPONSIBILITIES AND DUTIES:

Campus Clinical Setting

1. Provide basic first aid and care for minor injuries and illness according to a detailed protocol established by the school health program.
2. Administer medication to students according to board policy and district procedures
3. Assist with mandatory screening activities.
4. Cross-train in the procedures of special needs students as needed
5. Contact EMS according to established school health services protocols or as directed by school RN.
6. Contribute to and implement the Individual Healthcare Plans (IHP) as established by the school RN.
7. Communicate with parents regarding individual students as directed by the school RN.
8. Maintain accurate student health records, including immunizations, medication administration and treatment information.
9. Send routine notices to parents as requested by the school nurse.
10. Provide relevant counseling and guidance to students and parents related to health and wellness.¹¹. Appropriately document health office activities, including incident reports, communicable disease activities and referrals
12. Maintain clinic supply inventory and request supplies as needed.
13. Assist with the maintenance of equipment.
14. Demonstrate interest and initiative in professional improvement and develop needed professional skills appropriate to job assignment..
15. Perform other functions as assigned by administration and/or supervisor.

Itinerant Setting

1. Serve at multiple campus sites as needed and as assigned by the Director of Health Services or Lead Nurse.
2. Relieve and/or provide assistance to nursing personnel in special needs areas as needed.
3. Assist campus nurses in the management of students' acute, chronic and emergency health conditions.
4. Identify student's health status and interpret health conditions to designated school personnel.
5. Administer first aid to ill or injured students and school personnel.
6. Support campus hearing, vision and spinal screening of students as mandated by state law making appropriate referrals and follow-up.
7. Administer prescription medications in compliance with board policy.
8. Update the cumulative health record for student clinic visits.
9. Assist in the control of communicable diseases and nuisance infestations by interpreting and implementing established policies and procedures.
10. Respond promptly to assist other nurses or to cover another nurse's assignment when requested by the Director of Health Services or Lead Nurse.



11. Communicate with parents regarding individual students as directed by the RN.
12. Demonstrate interest and initiative in professional improvement and develop needed professional skills appropriate to job assignment.
13. Provide relevant counseling and guidance to students and parents related to health and wellness.
14. Perform other functions as assigned by administration and/or supervisor.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Signature

Printed Name

Date