JOB DESCRIPTION

TITLE: **Licensed Practical Nurse**

DEFINITION: "Licensed Practical Nurse" – a nurse licensed by the West Virginia Board of Examiners for Licensed Practical Nurses and employed to work in a public school under the supervision of a school nurse.

QUALIFICATIONS:

1. LPN degree from an accredited school of nursing;
2. Current West Virginia LPN Nurse Licensure;
3. Nursing experience in a school setting preferred;
4. CPR/First Aid Instructor Certificate;
5. Meet health requirements commensurate with physical demands of the job;
6. Meet the health requirements set forth by West Virginia State Code and local policies;
7. Able to demonstrate competencies of delegated specialized health care procedures or attend trainings to obtain skills;
8. Average to above average computer skills;
9. Reliable transportation for travel to schools;
10. Excellent communication skills.

REPORTS TO: Building Administrator

JOB GOAL: To provide high-quality, compassionate healthcare to students in the school setting by promoting student health and wellness, assisting in the management of chronic conditions, responding to medical emergencies, and collaborating with parents, staff, and students under the supervision of the certified school nurse. Create a safe and supportive environment that enhances students' well-being and allows them to engage fully in their academic and extracurricular activities.

CONTRACT TERM: 200 days. Salary will be established by the Monongalia County Board of Education on an annual basis.

EVALUATION: Job performance will be evaluated in accordance with the Monongalia County Board of Education Staff Evaluation Policy.

ESSENTIAL JOB FUNCTIONS:

1. Health Assessment & Care
    a. Conduct routine health screenings, such as vision, hearing, and height/weight measurements.
    b. Contribute to the certified school nurse's assessment by monitoring students' health conditions, documenting symptoms, medications, and treatments.

   c. Assist in managing chronic conditions such as asthma, diabetes, or allergies by monitoring students and providing necessary interventions under the supervision of the certified school nurse.
2. Administer Medications and Treatments
   a. Administer prescribed medications as per physician orders and school policy.
   b. Provide first aid and emergency care as necessary, including handling minor injuries, cuts, bruises, or bites.
   c. Administer prescribed treatments (e.g., nebulizer treatments, insulin injections) and monitor students' responses.
3. Emergency Response and First Aide
   a. Respond promptly to medical emergencies and provide immediate care (CPR, AED, first aid) as needed.
   b. Maintain appropriate records for any injuries, illnesses, and treatment provided to students.
4. Health Education and Promotion
   a. Provide health-related education to students and staff on topics like hygiene, nutrition, and personal safety.
   b. Promote wellness initiatives and healthy behaviors throughout the school environment.
5. Collaboration with School Staff and Parents
   a. Collaborate with the certified school nurse, school administrators, teachers, and counselors to support students' health needs and academic success.
   b. Communicate with the school nurse and parents or guardians about students' health concerns, medication needs, and medical restrictions.
   c. Maintain confidentiality regarding health records and information for each student, adhering to legal and ethical standards.
6. Health Records and Documentation
   a. Maintain accurate and current student health records, including immunization, medical history, and any changes in health status.
   b. Ensure compliance with state and federal regulations regarding health documentation.
7. Monitoring and Managing Health Plans
   a. Follow and implement individualized heath care plans for students with chronic health conditions or special needs.
   b. Monitor students' care plans regularly for compliance and report areas of concern to the certified school nurse.
8. Support to Special Education Students
   a. Assist in providing health support for students with special needs, including monitoring conditions and helping with personal care needs.
9. Professional Development
   a. Participate in continuing education to maintain licensure and stay updated on best practices in school health care.
   b. Attend staff meetings, professional development, and collaborate with the school health team to improve student health and safety protocols.

10. Other duties as assigned by the building administration, supervisor of school health, special education school nurse, or the certified school nurse.

NON-ESSENTIAL JOB FUNCTIONS:

1. Copying materials.
2. Operating computers and other office equipment.
3. Maintaining inventory of supplies for assigned site/clinic.
4. Participating on committees to assist with school health needs or county health team needs.
5. Maintain positive public and employee relations.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel; crouch or crawl; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment described here is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee could be exposed to body fluids and is frequently exposed to outside weather conditions. The employee is occasionally exposed to infectious diseases, wet and/or humid conditions, risk of electrical shock, and vibration. Approximately 15-25% of the typical work day may involve driving. Driving at times may involve inclement weather conditions.

JOB DESCRIPTION REVIEW: This job description will be reviewed annually.

All job descriptions will contain the information and facts considered to be essential to describing and evaluating job performance fairly and equitably. They should not be construed as detailed statements of all of the work required to be performed.