

Nurse I - Licensed Practical Nurse

Purpose Statement

The job of Nurse I - Licensed Practical Nurse is done for the purpose/s of providing health care services meeting the individual health needs of students; incorporating health care plans directed by physicians; complying with the laws relating to student health, including parental and guardian consent; providing appropriate care for ill, medically fragile and/or injured students; providing health information and serving as a resource to teachers, staff, and administrators; and identifying health problems for referral for proper treatment.

This job reports to the Building Principal, Supervising RN, and Director of Health Services

Essential Functions

- Administers first aid, medication and specialized medical treatments (e.g. oral suctioning, catheterization, etc.) for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
- Administers mandated screenings (e.g. vision, dental, hearing and/or back/scoliosis screenings, health assessments, etc.) for the purpose of referring medical conditions and/or providing appropriate care for ill, medically fragile and/or injured children.
- Assesses situations involving students' safety (e.g. abuse (physical, sexual, drug, etc.), other health related issues, etc.) for the purpose of identifying problems, referring for proper treatment and complying with legal requirements.
- Collaborates with various groups and individuals (e.g. parents, students, health care providers, public agencies, etc.) for the purpose of promoting and/or securing student health services; providing information and complying with legal requirements.
- Conducts age appropriate programs and/or activities in conjunction with classroom curriculum (e.g. health education, nutritional workshops, etc.) for the purpose of supporting established lesson plans.
- Implements health care plans for students with health problems (e.g. diabetes, etc.) for the purpose of meeting the needs of students with chronic health problems and/or accommodation requirements.
- Maintains contact with parents/guardians for the purpose of advising them of changes in student health and/or recommending further medical and/or emotional intervention.
- Maintains student's confidential files and records (e.g. health care plans, agency referrals, accident reports, immunizations records, etc.) for the purpose of providing information required by legal requirements and professional standards.
- Maintains inventory of supplies (e.g. equipment, medication, building and health room emergency equipment, etc.) for the purpose of ensuring the department is able to quickly and effectively handle health related situations.
- Monitors students with chronic illnesses (e.g. diabetes, etc.) for the purpose of assisting the child in achieving the highest possible functional level.
- Monitors students referred for illness and/or injury (e.g. coughing, flu-like symptoms, etc.) for the purpose of attending to their immediate health care concerns and initiating follow-up care.
- Participates in a variety of meetings (e.g. workshops, seminars, interdisciplinary teams, etc.) for the purpose of gathering, conveying and/or sharing information on student health needs, service delivery, and educational programs; and/or improving skills and knowledge.

- Prepares documentation (e.g. student health history, current health status, immunization reports, etc.) for the purpose of providing written support, conveying information, and/or complying with mandated requirements and professional guidelines.
- Provides training and/or orientation on a variety of health related subjects or policies (e.g. disaster preparedness, health education, medication management, substance abuse, growth and development, food allergies, STDs, etc.) for the purpose of promoting a healthy lifestyle and/or acting as a resource to students, teachers, and other school personnel.
- Refers students requiring additional medical attention (e.g. contagious diseases, etc.) for the purpose of providing required follow-up treatment and services.
- Reports health and safety issues to assigned administrator and appropriate agencies (e.g. fights, suspected child or substance abuse, contagious diseases, etc.) for the purpose of maintaining students' personal safety, a positive learning environment, and complying with regulatory requirements and established guidelines.
- Responds to emergency medical situations (e.g. severe falls, prescription reactions, bleeding, etc.) for the purpose of ensuring appropriate immediate medical attention and related follow-up action.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws; applying assessment instruments; operating standard office equipment including pertinent software applications; preparing and maintaining accurate records; adhering to safety practices; administering first aid; and operating medical equipment utilized in school environment.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: providing health services in a school setting; state laws regarding sexually transmitted diseases; health standards and hazards; and stages of child development.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; communicating with diverse groups; establishing and maintaining effective working relationships; adhering to safety practices; and being attentive to detail.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. There is some opportunity to impact the organization’s services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 10% walking, and 40% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is desired.

Education Targeted, job related education with study in job-related area.

Equivalency

Required Testing

Physical Capacity Assessment

Certificates

Licensed Practical Nurse license from the State of Missouri
CPR/AED Certified
First Aid Certificate

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range