

## Licensed Practical Nurse

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### **Purpose Statement:**

The purpose of this position is to assist the Registered Nurse in meeting the individual health needs of students; implementing health care plans directed by physicians and RNs; providing appropriate immediate care for ill, medically fragile and/or injured students; and serving as a health care resource to teachers, staff, and administrators; and assisting with mandated health screenings; and identifying health problems for referral to appropriate parties for proper follow up treatment.

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### **Essential Functions**

- Administers first aid, medication and specialized medical treatment for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
- Assists the Registered Nurse with student assessments for the purpose of identifying problems and/or complications.
- Collaborates with parents, students, health care providers, and/or other agencies for the purpose of promoting needed treatment, securing information and complying with legal requirements.
- Lifts students for the purpose of repositioning and/or transferring to/from wheelchairs.
- Maintains confidential student records for the purpose of providing an up-to-date reference and audit trail for compliance.
- Prepares a wide variety of written materials (e.g. quantity reports, student activities, correspondence, internal audits, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Provides for student' toileting need (including catheterization as necessary) for the purpose of providing needed assistance and/or delivering services in compliance with established regulations.
- Responds to emergency situations for the purpose of addressing immediate safety concerns.

### **Other Functions**

- May serve on building committees
- May attend staff meetings and building events, such as open house
- May attend related in-service activities and workshops
- Performs other related duties as assigned

### **Education**

- LPN License, job related experience preferred

### **Knowledge and Skills**

**Skills** are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include; administering first aid; preparing and maintaining accurate records; gastrostomy tube feedings; and medication administration.

**Knowledge** is required to perform basic math, including calculations, using fractions, percent, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes; age appropriate activities; health standards and hazards; safety practices and procedures; and stages of child development.

**Ability** is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals

and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. In working with others some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include; communicating with diverse groups; maintaining confidentiality; and working with detailed information/data.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job’s functions. There is a continual opportunity to impact the Organization’s services.

**Working Conditions**

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 20% sitting, 40% walking, and 0% standing. The job is performed under some hazardous conditions.

**Required Training**

CPR and First Aid Training Yearly

**Clearances**

Criminal Justice Fingerprint/Background Clearance