Job Title: Licensed Vocational Nurse (LVN)

Reports to: Health Services Coordinator/ Principal

Dept./School: Assigned Campus(es)

Primary Purpose:

Implement district school health program and provide direct services to meet the needs of the students and staff under the clinical supervision of the school health coordinator or school nurse (RN).

Qualifications:

Education/Certification:
High School diploma or GED and Accredited Nursing Program
Valid Texas license issued by the Board of Vocational Nurse Examiners

Special Knowledge/Skills:
Knowledge of basic first aid and cardio pulmonary resuscitation (CPR)
Vision/hearing
Strong organizational, communication, and interpersonal skills
Proficient keyboarding and file maintenance skills
Ability to use personal computer and software to develop databases and do word processing
Ability to communicate effectively (verbal and written)
Acanthosis Nigricans (AN) Screening
Scoliosis Screening

Experience:
One year experience in health-related position, including contact with school-age children

Major Responsibilities and Duties:

Nursing Services

1. Provide direct care utilizing school health protocols and care plans established by the school nurse (RN) or medical advisor.

2. Administer medication to students according to board policy and district procedures.

3. Implement mandatory screening programs and complete required reports.

4. Contribute to and implement the individualized student health care plans as established by the school nurse (RN).

5. Collaborate with campus principal, school counselor, teachers, parents, food service, and other staff regarding the health needs of the general population and those students with identified health conditions.

6. Communicate with parents regarding individual students as directed by the school nurse (RN).

7. Participate in Admission, Review, and Dismissal Committee (ARD) meeting of students with identifiable health needs if school nurse (RN) is unable.

8. Collaborate with other professionals regarding implementation of health related Individual Education Plan (IEP) items.

9. Educate faculty or staff as needed on health related topics as directed by the school nurse (RN).

10. Provide guidance to unlicensed assistive personnel or other school staff on health related tasks as directed by the school nurse (RN).

Clerical

11. Maintain accurate student health records, including immunization records, medication administration records, and individual student treatment records.

12. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including accurate, updated health records on all students.

Compliance

13. Comply with policies established by federal and state laws, Texas Department of Health rule, State Board of Education rule, and board policy in health services area.

14. Comply with all district and campus routines and regulations.

15. Maintain confidentiality.

Supervisory Responsibilities:

Supervise or direct health clinic aide.

Equipment Used:

Thermometer, blood pressure cuff, audiometer, otoscope, sphygmomanometer, vision screening equipment, thermoscan, basic clinic equipment (stethoscope) personal computer, and copier.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:
Maintain emotional control under stress. Exposure to biological hazards, bacteria, and communicable diseases.

*Adapted from School Health Staff Roles published by the Texas Department of Health School Health Advisory Committee, Jun*e 2002.*

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature: _____ **Date:** _____