

Nurse-LPN

Purpose Statement

The job of Nurse-LPN is done for the purpose/s of overseeing the individual health needs of students; implementing health care plans directed by physicians; providing appropriate immediate care for ill, medically fragile and/or injured students and/or staff; and identifying health problems for referral and follow up treatment.

This job reports to Lead Nurse

Essential Functions

- Administers first aid, medication and specialized medical treatment (e.g. catheterizations, blood sugar tests, etc.) for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
- Assesses situations involving students' and staffs' health related issues, safety, abuse (physical, sexual, drug) and other for the purpose of identifying problems, referring for proper treatment and complying with legal requirements.
- Collaborates with parents, students, health care providers, staff, and/or other agencies for the purpose of promoting needed treatment, securing information and complying with legal requirements.
- Conducts health screenings (e.g. hearing, vision, immunization compliance, height/weight relationships, etc.) for the purpose of promoting needed treatment and complying with legal requirements.
- Implements school health care plans for the purpose of providing appropriate care as directed by health care professional.
- Maintains student health records (manual and computerized) (e.g. immunization history, medication and contact log, etc.) for the purpose of documenting activities and complying with mandated requirements.
- Maintains health office (e.g. inventory, supplies, filing, etc.) for the purpose of ensuring availability of items.
- Monitors health care plans for the purpose of addressing students' health needs and implementing health care directions from parents and/or physicians.
- Participates in various emergency drills (e.g. lock downs, safety meetings, evacuation plans, crisis team, etc.) for the purpose of providing expertise in health related issues.
- Participates in a variety of meetings, workshops and seminars, including IEP, for the purpose of sharing information and/or improving skills/knowledge.
- Prepares a variety of written materials (e.g. medication logs, compliance reports, student activities, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Reports incidents and students/staff with contagious diseases (e.g. fights, suspected child abuse, suspected substance abuse, etc.) for the purpose of maintaining students and staff personal safety, a positive learning environment and adhering to Education Code, district and/or school policies.
- Responds to emergency situations for the purpose of addressing immediate health and safety concerns.
- Teaches students and staff in-service classes/lessons (e.g. (e.g. medical procedures, specific issues, hygiene, flu, blood borne pathogens, etc.) for the purpose of maintaining good health, identifying and providing health care education.

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 periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid and CPR; operating standard office equipment using pertinent software applications; operating equipment used in health care; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; 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: medication side effects/reactions; childhood diseases; physical assessment, specialized treatment; and first aid/CPR.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Independent 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: establishing and maintaining effective relationships, especially with school age children; displaying tact and courtesy; adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with frequent interruptions. .

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 25% sitting, 35% walking, and 40% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience within a specialized field is required.

Education: Completion of an accredited practical nursing certificate program.

Equivalency:

Required Testing:

Continuing Educ. / Training:

Retain Arizona Licensed Practical Nurse,
Licensed CPR Recertification biannually
Hearing Screening Recertification every 5 years

Certificates and Licenses

Arizona Licensed Practical Nurse
CPR for Health Care Providers
Valid Driver's License

Clearances

IVP Fingerprint Clearance Card Required
Measles/Mumps/Rubella Immunity/Vaccination,
TB Clearance, Valid form I-9

FLSA Status
Non-Exempt

Approval Date

Salary Grade
35