



## POSITION MANAGEMENT GUIDE

<b>Title:</b>	<b>Licensed Practical Nurse</b>	<b>Division Approval:</b>	1/22/2024
<b>Department:</b>	Student Services	<b>HR Approval:</b>	1/22/2024
<b>Reports to:</b>	Program Supervisor	<b>Board Approval:</b>	

### SUMMARY OF PURPOSE

As a Licensed Practical Nurse (LPN), you play a crucial role in promoting the health and well-being of students within the school community. Your responsibilities include conducting health assessments, administering first aid, managing medications, and collaborating with school staff and parents. With a focus on health education and compliance with regulations, you contribute to creating a safe and supportive environment for students to thrive. Your role involves effective communication, maintaining health records, and actively participating in initiatives that enhance the overall health and safety of the school community. This position ensures that health policies are followed, and interventions are implemented promptly, contributing to the optimal functioning of the school's healthcare system.

### ESSENTIAL REQUIREMENTS

- Current Pennsylvania license as a Licensed Practical Nurse, required
- Current First Aid/CPR certification, required
- Crisis management and Intervention certification, preferred (may be required)
- Previous experience working with students with disabilities, pediatric nursing, or educational setting, preferred

### ESSENTIAL FUNCTIONS

- Utilizes practical nursing skills to perform medical treatments and procedures for students during school hours to promote quality medical care for children with disabilities.
- Monitors the incidence and prevalence of designated health problems or medical conditions, e.g., seizure precautions or extreme lethargy.
- Assists with any activity that allows the students to participate to their maximum abilities and in the least restrictive environment.
- Performs those nursing activities for which the Licensed Practical Nurse has been prepared through basic education and those additional skills obtained through approved continued education programs.
- Provides for the emotional and physical comfort of students.
- Observes, records, monitors, and reports students' condition, including signs and symptoms which may indicate change in the student's condition.
- Observes, documents, monitors, and reports physical changes, including, but not limited to, lung sounds, vital signs, changes in pain status, and skin integrity.
- Administers medications orally, rectally, and/or by alternate means to students as prescribed; and according to school district and/or intermediate unit policy:
  - stores appropriately
  - documents accurately
  - reports medication errors

- follows proper medication disposal procedure
  - observes individuals for possible side effects or medication administration and report problems to the school nurse
  - applies dressings and bandages
- Works under the medical guidance of the Certified School Nurse within the School District or the Center.
- Encourages, supports, and educates students by assisting them in performing daily living activities necessary for their comfort, well-being, cooperation with peers and authority figures, and integrity.
- Assists with typical classroom assistant duties as assigned by the classroom teacher when not tending to or caring for the student to whom they are assigned.
- Supports and encourages student independence but may assist with maintaining good hygiene, daily living skills, incontinent care, and environmental cleanliness
  - Feeds students (oral and tubular)
  - Monitors food and liquid input/output
  - Assures incontinent individuals are changed immediately using proper peri-care and observation for rashes.
  - Monitors bowel movements and urine output
  - Catheterizes
  - Assists in toileting
  - Changes diapers and/or menstrual pads
  - Performs grooming activities (washing, shaving, combing hair, brushing teeth, etc.)
  - Bathes or showers students following soiling according to individual protocols and observes for signs of skin breakdown when necessary
  - Maintains hygiene kits that include soap, shampoo, lotions, clothing changes, etc. in cooperation with parents/guardians
- May participate in training staff/parents/guardians to learn to provide care for the students according to their care plan.
- Assists in assuring that wheelchairs, prosthetics, adaptive equipment, and exercise supplies are kept clean and in good repair.
- Assures that all medical information is secured and kept private according to HIPAA regulations and school confidentiality protocols.
- May assist the student and staff in using adaptive equipment.
- Monitors/assists with ventilation and oxygen administration.
- Monitors/assists with suctioning.
- Assists the student to ambulate, position, and transfer, including:
  - Ambulation (i.e., walker, crutches, wheelchair, etc.)
  - Positioning on mats or on/in adaptive equipment
  - Positioning and transferring in and out of the wheelchair
  - Range of motion and other exercises
  - Gross motor exercises
  - Fine motor exercises
- Provide hands-on assistance, cueing, or supervision of medical/mental health-related services provided.

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- Observing and intervening to redirect inappropriate behavior
- Assisting, monitoring, and guiding the child/student to pay attention, participate in activities, and complete tasks in classroom settings
- Accompanying students on school buses or other vehicles due to students' physical, medical, or mental health disability
- Consulting with other service providers, teachers, and the family concerning the student's medical/mental health status and any perceived problems as directed by the supervising teacher and/or school nurse
- Maintains records or data related to the medical needs of students, including progress monitoring, charting, and medical assistance forms
- Assists in managing and maintaining their environment to meet special physical and psychological needs.
- Monitors psychosocial adjustment to medical conditions and behavior.
- Completes duties of a classroom assistant until the student returns, at times when the assigned student is absent or not in need of medical services.
- Attends training sessions, in-services or workshops designed for nurses working with students in the school setting and participates in school staff meetings, as appropriate.
- Reads, understands, and is responsible for medical documentation and implementation of IEP-related health services, as appropriate.
- Licensed Practice Nurses are hired on an as-needed basis. They may be assigned to a classroom, a center, or to work with an individual student. They may be assigned to one location or may be assigned to multiple locations and may include travel.

DEPARTMENT/ORGANIZATION

- Keeps current with related technology and developments that impact the department and the organization.
- Makes decisions consistent with the LIU vision, mission, and core values. Establishes and maintains effective communication and positive relationships within the LIU and fosters professional development of LIU staff.
- Contributes to the effective team management of all issues and opportunities within the LIU by modeling the qualities of an LIU Team member (being versatile, ethical, transparent, team-oriented, innovative, transformative, and collaborative; valuing each team member; and understanding the importance of customer service).
- Understands organizational development and change principles and applies these principles to promote improvement within the Department.
- Performs other functions as assigned.

SCOPE AND IMPACT

This position works independently with all employees within the LIU and individuals and organizations outside the LIU.

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### ESSENTIAL PHYSICAL/MENTAL/ENVIRONMENTAL REQUIREMENTS

By checking any of the boxes below, the LIU indicates its reasonable belief that the identified physical/mental/environmental requirements are job-related for this position and consistent with business necessity for the performance of the essential job functions. Notwithstanding, the LIU may not rely solely on these qualifications. Instead, the LIU must consider whether reasonable accommodations will enable an otherwise qualified individual to perform the essential job functions.

**1. Following Directions**

- ☒ Full Understanding of Both Written and Verbal Instructions Required
- ☐ Understanding of Verbal Instructions Only Required
- ☐ Understanding of Written Instructions Only Required

**2. Communication - English**

- ☒ Excellent Verbal Communication Skills Necessary
- ☐ Basic Verbal Communication Skills Necessary
- ☐ Limited or No Verbal Communication Skills Necessary

**3. Functional Reading - English**

- ☒ Fluent Reading
- ☐ Recognition of Signs/Symbols
- ☐ Simple Reading
- ☐ No Reading Skills Required

**4. Hearing**

- ☒ Ability to Hear Required
- ☐ Limited Hearing
- ☐ Hearing Not Required

**5. Seeing**

- ☒ 20/20 Vision with Corrective Eyewear
- ☐ Limited Vision
- ☐ Vision Not Required

**6. Functional Math**

- ☐ Complex Computational Skills (Accounting and Financial Skills)
- ☒ Simple Computational Skills (Addition, Subtraction, Multiplication, Division, Percentages)
- ☐ Simple Counting Skills
- ☐ No Mathematical Skills Needed

**7. Time**

- ☒ Must Tell Time to the Minute
- ☐ Must Recognize Specific Times (Arrival, Departure, Breaks, Lunch)

**8. Orientation (Familiarity with Surroundings)**

- ☐ Several Blocks From Building
- ☒ Building Only
- ☒ Work Area
- ☐ Room Only

**9. Mobility Skills**

- ☒ Mobility Within the Building
- ☐ Mobility Within a Four-Block Radius
- ☒ Driving Required

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**10. Sitting**

- ☐ 75% - 100%
- ☐ 50% - 75%
- ☐ 25% - 50%
- ☒ Less than 25%

**11. Standing**

- ☒ 75% - 100%
- ☐ 50% - 75%
- ☐ 25% - 50%
- ☐ Less than 25%

**12. Bending**

- ☒ Knees and Waist
- ☐ Waist Only
- ☐ Knees Only
- ☐ No Bending Required

**13. Lifting**

- ☐ Greater than 30 lbs.
- ☒ 10 - 30 lbs.
- ☐ Less than 10 lbs.
- ☐ No Lifting Required

**14. Reaching**

- ☐ Greater than 6 Feet
- ☒ 2 - 6 Feet
- ☐ Less than 2 Feet
- ☐ Reaching Required

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*The above job description is intended to describe the general nature and level of the work being performed by employees assigned to this job title. This is not an exhaustive or comprehensive list of all duties, tasks and responsibilities. Employees will be expected to perform duties that do not appear on the job description. Management reserves the right to amend and change responsibilities to meet operational and organizational needs as necessary.*

Adopted by LIU Board of Directors: