

Pflugerville Independent School District - Job Description

Job Title/Position:	Nurse, Licensed Vocational (LVN)	Department/School:	Health and Safety
Pay Information:	Clerical/Paraprofessional Compensation Plan	Supervised By:	Health Services Coordinator
FLSA:	Non-Exempt	Date Revised:	January 2020

Primary Purpose:

The Licensed Vocational Nurse (LVN) will assist the School Nurse with campus-based health services in accordance with the scope and practice defined by the Texas Board of Nursing (BON).

Minimum Qualifications (Experience/Education/Certification):

Completion of an accredited LVN program; one year of related experience; valid LVN license issued by the Texas Board of Nurses (TBON).

Major Responsibilities:

1. Apply the nursing process when assisting the school nurse in determining the physical and mental health status of students within the scope of practice defined by the BON.
2. Contribute to the education of students with special needs or chronic health conditions by reporting pertinent data to the school nurse assisting in the identification of problems, formulation of goals/outcomes and development of student-centered health plans.
 - o Focused assessment of student needs
 - o Professional and timely communication of data obtained during focused assessment to school nurse.
 - o Provides safe, focused nursing care to students with predictable health care needs within the scope and practice defined by the BON.
 - o Professional and timely communication to the school nurse of changes in student response to therapeutic interventions and expected outcomes.
3. Utilize clinical reasoning and follow PfISD policies and procedures when assisting the school nurse with providing direct care to students, ensuring standards of nursing practice are always met.
4. Professionally document clinical activity in EMR. Maintain a daily log of the nurse's office visits and activities.
5. Utilize professional written, verbal and nonverbal communication skills when communicating with students, staff and parents.
6. Assist the school nurse as part of the student's education team, within the scope of practice outlined by the BON, by working with campus/district staff, parents, caregivers, medical providers and the student to meet the health, developmental and educational needs of students.
7. Assist the school nurse, within the scope of practice outlined by the BON, in partnering with community health systems as directed by the PfISD Health Services department to provide services for students. Be informed of community health resources available to students and families. Continue to be up-to-date with referral and qualification requirements for community health resources.
8. Maintain confidentiality of student health information as dictated by HIPAA policy.
9. Assist the school nurse with implementing, monitoring and promoting a safe and healthy environment, within the scope of practice outlined by the BON, by collaborating with PfISD staff, medical professionals, county/state/federal public health officials and crisis management teams during disasters when first aid and sheltering may be required.
10. Utilize standard precautions when providing care. Assist the school nurse in maintaining a clean, orderly clinic that is appropriately stocked with district approved supplies and standing order medications.
11. Follow all Scopes and Standards of Nursing Practice. Follow all Rules and Regulations as set forth by the Texas Board of Nurses.
12. Follow Educator Code of Conduct & all policies, procedures, laws and State/Federal regulations.
13. Perform other duties as assigned.

Special Knowledge/Skills:

- Knowledge of basic first aid and cardio pulmonary resuscitation (CPR)
- Knowledge of all applicable federal, state, and local laws, guidelines and procedures
- Knowledge of administrative support and file maintenance techniques
- Knowledge of basic accounting principles
- Skill in working with various types of equipment including, but not limited to personal computers, fax machines, calculators, printers, thermometers, blood pressure cuffs, audiometers, otoscopes, vision screening equipment, and other basic clinic equipment
- Skill in working with word processing and spreadsheet computer applications
- Skill in working in collaborative team-based environments

Supervisory Responsibilities:

None

Working Conditions:

Maintain emotional control under stress; repetitive hand motions; biological exposure to bacteria and communicable diseases; must be able to lift and/or carry at least 20lbs.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Employee's Signature: _____

Date: _____

Employee's Printed Name: _____