

MONONGALIA COUNTY SCHOOLS
Job Description

TITLE: Licensed Practical Nurse – means a nurse, licensed by the West Virginia Board of Examiners for Licensed Practical Nurses, employed to work in a public school under the supervision of a school nurse.

- QUALIFICATIONS:**
1. LPN degree from an accredited school of nursing
 2. Current LPN Nurse Licensure
 3. Three years of nursing experience required
 4. School nursing experience preferred
 5. CPR/First Aid Instructor Certificate
 6. Meet health requirement of instructional personnel
 7. Able to demonstrate competencies of delegated specialized health care procedures or attend/obtain skills.
 8. Valid driver's license
 9. Average to above average computer skills
 10. Personal auto for travel to schools
 11. Excellent communication skills

REPORTS TO: Supervisor of School Health and/or School Principal

SUPERVISES: N/A

JOB GOAL:

To promote, maintain, and improve the health status of school age children and school personnel by minimizing absence due to illness and creating a climate of health and well-being in the school system.

TERM OF EMPLOYMENT:

200 days. Salary will be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Service Personnel.

Licensed Practical Nurse Summary:

The licensed practical nurse provides student/staff health care based on the principals and practices of Practical Nursing, under the supervision of a Certified School Nurse that does not require the substantial specialized skill, judgment and knowledge required of professional nursing.

The Licensed Practical Nurse must demonstrate the knowledge and skills necessary to provide care that is relevant to the student(s)/staff under their care, as well as apply principles of growth and development over the life span. The Licensed Practical Nurse also must possess the ability to assess and interpret student data needed to identify each student's requirements relative to his or her age-specific needs.

Performance Dimensions:

This position requires an individual to demonstrate the following behaviors in accordance with our mission, vision, and values for nursing practice:

Care Delivery System: Use of competent clinical practice and critical thinking skills to efficiently and effectively deliver health care with all students/staff while maximizing efficient use of resources.

Leadership: Possesses the interpersonal skills to positively and effectively communicate, negotiate, and resolve conflict.

Professional Growth: Motivation and drive for continuous staff development relevant to the nursing process with emphasis on the school nursing role.

Collaborative Practice: Cooperatively interacts with the school health team and other relevant entities of the county school system to support and contribute to the shared groups goals.

Confidentiality: Maintains confidentiality regarding student records, medical conditions of students and staff, and operation of the school in general.

Essential Duties and Responsibilities include the following:

1. Assumes responsibility, displays appropriate use of authority and accepts accountability in the delivery of care.

- Provides direct student/staff health care within a designated assignment, based on the nursing process and within role/scope of practice to promote comfort and first aid in a timely manner.
- Performs delegated therapeutic procedures to assigned student population as needed under the leadership of a Certified School Nurse.
- Accurately observes, records, and reports to the Certified School Nurse, all student/staff health concerns, symptoms, reactions in progress in a timely manner.

- Responds appropriately to data indicating commonly occurring risks to student/staff health issues and initiates actions to correct, reduce and/or prevent risk.
- Negotiates the health care of the student(s) within safe practice guidelines.
- Documents nursing interventions and responses to care, communicating to appropriate members of the School Health Team.

2. Contributes to the nursing assessment by collecting, reporting, and recording objective and subjective data in an accurate and timely manner.

- Uses standards of care and standards of practice to guide delivery of care.
- Seeks assistance from Certified School Nurse when unable to perform safely and independently.
- Observes the condition or change in condition of the student/staff, records signs and symptoms of deviation from normal health status and reports findings to the Certified School Nurse.
- Assists the Certified School Nurse in the development of the students health care plan by providing data, contributing to the identification of priorities and assisting in the identification of measures to maintain comfort and support health care needs/functions and responses.
- Assists in assigned student and family education and rehabilitation by reviewing student health care needs with the Certified School Nurse
- Performs evaluation of the student health response to tasks performed.
- Determines/revises priorities for direct/non-direct student health care activities based on medical acuity and available resources.
- Uses established student support systems including documentation, communication, and information.
- Follows established policies, procedures, and guidelines set forth by the West Virginia Department of Education, Monongalia County Board of Education and the West Virginia State Board of Nursing Licensure for Licensed Practical Nurses.

3. Provides student/staff health care within a designated assignment and bases care on the nursing process and within the role/scope of practice.

- Uses standards of care and standards of practice to guide care delivery.
- Accurately and safely administers medications and treatments per standards and scope of practice set forth by the West Virginia State Board of Licensure for Licensed Practical Nurses .
- Accepts accountability and uses independent nursing judgment for care provided by self.
- Consults with the Certified School Nurse to seek guidance in delivery of nursing care, as necessary.
- Obtains instruction and supervision as necessary from the Certified School Nurse when implementing nursing technique or practices.

4. Functions to promote trusting relationships and open, honest communications.
 - Engages in exchange of information relevant to specific student assignments.
 - Interacts with various members of the health care team and multidisciplinary school teams to meet student health care needs.
 - Maintains confidentiality.
5. Participates in performance improvement activities as appropriate.
 - Sets goals to meet the needs of the school health team and/or county mission statement.
 - Attends staff development relevant to the licensed practical/school nurse role.
 - Complies with mandated nursing continuing education credits to maintain nurse licensure set forth by the West Virginia State Board of Licensure for Licensed Practical Nurses.
 - Complies with and functions appropriately under the scope of practice of the LPN under the State Board of Education and Monongalia County Board of Education laws and policies.

Non-Essential Duties and Responsibilities:

- Working around body fluids.
- Working around infectious diseases.
- Copying of materials.
- Operating computers and other office equipment.
- Maintains inventory of first aid supplies for assigned sites/clinics.
- Participates on committees to assist with school health needs and/or county school needs.
- Other duties as assigned.

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to fingers, handle, or feel; reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described herein are representative of those an employee encounters while performing the performance responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the performance responsibilities. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is frequently exposed body fluids and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, risk of electrical shock, and vibration. Approximately 15-25% of the typical work day may involve driving. Driving at times may involve inclement weather conditions.

Job Description Review:

This job description will be reviewed annually.

All job descriptions will contain the information and facts considered essential to describing and evaluating job performance fairly and equitably. They should not be construed as detailed statements of all the work required to be performed.