

Job Title: LICENSED VOCATIONAL NURSE (LVN)
Reports to: Principal
Dept./School: Assigned Campus
Wage/Hour Status: Exempt
Date Revised: July 23, 2018

Primary Purpose

Implement comprehensive program of health services for campus. Provide health services to students. Promote health education and preventive health practices for students.

QUALIFICATIONS

Education/Certification

Graduate of an accredited two (2) year professional nursing education program
Valid LVN license to practice professional nursing in Texas from the State Board of Nurse Examiners

Special Knowledge/Skills

Knowledge of health appraisal to identify student health defects
Strong organizational, communication, and interpersonal skills
Ability to implement policies and procedures

Experience

Two years nursing experience, preferably in community or school health

MAJOR RESPONSIBILITIES AND DUTIES

Nursing Services

1. Provide temporary and emergency care for sick and injured students or staff according to district policy and procedures.
2. Serve as health advocate for students.
3. Notify parents of accident or illness and secure medical care for students in emergency cases (if parents or emergency contact cannot be reached).
4. Coordinate management system to administer medications to students at school. Administer medications according to district policy and procedures.
5. Perform screening procedures as required by Texas Department of Health, Texas Educational Agency, and district policy. Make referrals as necessary.
6. Develop and coordinate continuing evaluation of campus health program and make changes based on findings.
7. Utilize computer and technology as needed.
8. Contribute to a safe and sanitary school environment by observing environmental factors and conveying concerns regarding sanitation or safety hazards to the principal or designee.

Instruction

9. Participate in development of campus health education curriculum and provide health education to individuals and groups.

10. Provide health counseling and instruction to individual students.

Consultation

11. Serve as health liaison between school, physicians, parents, and community.
12. Assess student problems and make appropriate referrals working with principal, students, teachers, parents, and medical and health care professionals as needed.
13. Participate in Admission, Review, and Dismissal Committee, crisis team, and school committees.
14. Participate in assessment and reporting of suspected child abuse.
15. Make home visits to help with student health problems as necessary with permission of principal.
16. Communicate regularly with principal and health services coordinator regarding health services issues.

Administration

17. Review and evaluate immunization records.
18. Enforce procedures to ensure proper program administration according to district policy.
19. Supervise and train nurse aide(s) in clinic procedures and responsibilities according to district policy.
20. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including clinic records and accurate, updated health records on all students.
21. Requisition supplies and equipment needed to maintain clinic inventory.
22. 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.
23. Report potential health and safety hazards to principal.
24. Comply with all district and campus routines and regulations.

Professional Development

25. Maintain certification in CPR, vision and hearing screening, and as a health screener.
26. Model behavior that is professional, ethical, and responsible.

Other

27. Perform other duties assigned by supervisor.
28. Maintain confidentiality of information.

Supervisory Responsibilities

29. Direct the work of assigned nurse aide(s).

EQUIPMENT USED

Thermometer, blood pressure cuff, audiometer, stethoscope, sphygmomanometer, vision screening equipment, thermo scan, basic clinic equipment, personal computer, and copier.

WORKING CONDITIONS

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Exposure to bacteria and communicable diseases.

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.

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____