

Job Title: School Licensed Practical Nurse (LPN)
Department: Student Services
Reports To: Director of Student Services
FLSA Status: Non-Exempt
Salary Schedule: SA/01/09



SUMMARY

Under the medical supervision of a School Registered Nurse (RN), the School LPN provides health care services to WCSD students, in compliance with the Nurse Practice Act, by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Assists in maintaining a healthy, safe, learning environment by promoting OSHA Standards.

Provides one-to-one direct services to a student with medical needs.

Performs administration of proper medication and medical procedures in a timely manner, as per the Nurse Practice Act, under the direction of RN and in compliance with the District Medication Policy. This includes obtaining and verifying healthcare provider orders and parent authorization, correct administration, and documentation.

Maintains health records of student(s) and accurately documents medical events (i.e. student and parent communications).

Oversees appraisal of student's status, including assessing student's nursing care needs, the complexity and frequency of the required nursing care, the stability of the student, and accessibility of other resources (i.e. equipment, supplies, other health care personnel to meet the student's needs).

Obtains orientation/training when encountering new equipment and technology or unfamiliar care situations.

Plans for and contributes to the implementation and data entry of an integrated health care plan in conjunction with parents, the student, educators, and other health care providers.

Participates in IEP/504 interdisciplinary team meetings and assists in identifying and meeting social, emotional, and physical needs of student(s).

Serves as a liaison between and a resource for educators, administrators, and parents. Counsels students, parents, and staff in good health habits. Promotes school health programs in cooperation with health care providers and administrative school personnel, such as handwashing, general hygiene, nutrition, and dental health.

Collaborates with school office staff, principal, and/or parents regarding students identified for

exclusion due to medical and/or immunization reasons.

May assist in providing simple fine and gross motor maneuvers and stretching muscles as per the student's Individual Education Plan (IEP) goals.

Participates in nursing management activities, such as delegates care to unlicensed assistive personnel.

Observes delegated nursing tasks and provides feedback to School RN.

May serve as "faculty" in areas of competence which may include, Cardiac Pulmonary Resuscitation (CPR), Automatic External Defibrillator (AED), First Aid, Anaphylaxis (including Epi-Pen), Seizures (including Vagal Nerve Stimulator), Diabetes training (including Glucagon), bleeding, concussions, bee stings, asthma (including Nebulizer and Inhaler), eye injuries, and Breaks/Sprains.

Assists with school-based clinics focusing on prevention of disease, vision screening, and maturation for students of designated age.

Assists in managing communicable disease outbreaks.

Refers parents of students with health problems to available resources required to obtain financial assistance, family support or medical supplies.

Operates various types of office equipment, such as computers, copy machines, etc.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

One to two years related experience and/or training, or equivalent combination of education and experience, is preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have and maintain an active Utah DOPL License Practical Nurse License.

PHYSICAL DEMANDS *The physical demands described here 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 sit. The employee frequently is required to stand or stand in a bent or stooped position, walk, reach with hands and arms, use fingers and hands to handle, and talk or hear. The employee must have the ability to assist in the personal management needs of individuals with disabilities (e.g., feeding, dressing, toileting, grooming, lifting, positioning, etc.). Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, depth perception, and the ability to adjust focus.

As the physical demands of the School LPN position are similar to the School Registered Nurse (RN) position, the employee must be able to pass the School RN Pre-Employment Fitness for Duty Assessment. The employee must regularly lift and/or move up to 10 pounds and must be able to lift up to, but not exceeding, 55lbs on an occasional basis. A team lift or utilization of the necessary equipment is recommended if any other items or persons exceed this weight limit.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing 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 noise level in the work environment is usually moderate.

Daily attendance during the school year is critical and may include some Extended School Year (ESY) services for several weeks during the summer.

Employees working under this position description are considered to have regular contact with students who may place the incumbent at risk to bodily fluids. These employees are eligible to receive the Hepatitis A and B vaccines from the Southwest Utah Public Health Department, at no cost.

Prepared By: Director of Student Services		Date: 12/07/2020
Approved By: Assistant Director, Human Resources		Date: 12/10/2020
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EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	