

JOB TITLE
NURSE (LPN)

DIVISION
DISTRICTWIDE INSTRUCTIONAL
PROGRAMS

REPORTS TO
HEALTH SERVICES
NURSE PRACTITIONER

SALARY SCHEDULE & GRADE
IA, GRADE 8

LENGTH OF WORK YEAR
AS ASSIGNED

DATE
JUNE 27, 2011

SCOPE OF RESPONSIBILITIES

Functions in an LPN role as defined by the Kentucky Board of Nursing Scope of Practice. Collaborates with the assigned Registered Nurse (RN) and/or Health Services Nurse Practitioners (NP) to identify and assist with Coordinated School Health (CSH) programs and services for students. Cooperates with the building principal and staff.

PERFORMANCE RESPONSIBILITIES

1. Promotes wellness and performs/arranges for the prevention and control of communicable diseases in conjunction with JCPS RN/NP.
2. Collaborates and consults with JCPS RN/NP to identify health related issues and assists with applicable programs for students and parents health related needs.
3. Establishes and maintains all necessary equipment and supplies for the school health room.
4. Administers medication and/or treatment as authorized by the student's health care provider and/or in consultation with JCPS RN/NP as needed and according to district guidelines.
5. Observes, monitors and cares for sick and injured students under the direction of a JCPS RN/NP until the parents arrive at school to pick them up.
6. Conducts health screenings; height, weight, vision, hearing and other health related assessments as needed and applicable to state regulations and school programs being implemented (i.e. Health Promotion Schools of Excellence fitness assessments, etc.).
7. Assists with, secures and maintains health records and forms, including immunizations, physicals, Primary Care Provider Authorization forms, vision exams, etc. and prepares necessary forms and reports according to program standards.
8. Provides health education sessions for students, staff and parents in conjunction with JCPS RN/NP.
9. Assists JCPS RN/NP with immunization and physical clinics.
10. Acts as a resource for staff wellness programs.
11. Communicates with community health agencies to ascertain resources available to students in need.
12. Counsels and applies procedures to safeguard students' life and health according to district guidelines and direction of JCPS RN/NP.
13. Collaborates with the various teams of district departments and other community agencies in developing, monitoring, and implementing CSH programs and activities.
14. Duties will include performance of medical services, for which training will be provided.
15. Performs other duties as assigned by the Health Services Nurse Practitioner.

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

1. Current license as a Kentucky Licensed Practical Nurse (LPN)
2. One (1) year successful experience

DESIRABLE QUALIFICATIONS

1. Previous health related experience in a school setting
2. Previous nursing care experience working with special needs students
3. Previous pediatric/adolescent nursing experience

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