

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Nurse Licensed Practical (lpn)

GENERAL DESCRIPTION

The essential function of the position within the organization is to administer medical assistance and first aid to students according to school health program procedures established by the District and as permitted by designation as a Licensed Practical Nurse. The position is responsible for maintaining student health records, administering appropriate medications, tending to first aid needs, responding to emergencies, consulting with parents/teachers/medical professionals, providing health education, and performing related work as required. The position works under the direct supervision of an RN and reporting major activities to the site administrator.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Collects and reviews health records on all students, noting significant information, including allergies, medications, illnesses and health conditions; notifies teachers of all significant health problems of students in their classes.

Maintains accurate, complete and confidential health records of students using appropriate software.

Obtains and maintains student immunization records; makes referrals to physicians and/or the Health Department as necessary; prepares Health Department immunization reports as required; coordinates with administrative personnel to resolve non-compliance issues.

Manages school health room; sees ill and injured students on a walk-in basis and handles medical emergencies. Notifies parents or physicians, as necessary, in cases requiring medical attention; summons ambulance if necessary.

Participates in the District's health screening program; documents screening results; determines if further medical consultation or treatment is necessary or advisable; makes referrals and follows up with individual cases as needed.

Provides case management of students with chronic health conditions based on medical needs during school hours as recommended by the student's physician or parent; provides assessment, intervention and re-evaluation of unmet health needs or acute health concerns.

Develops specialized and standardized care plans for students with special medical needs, as well as students with chronic illnesses with the assistance and approval of the Registered Nurse.

Counsels and educates students about their health problems or conditions, disease prevention, hygiene and health maintenance. Provides health instruction, counseling and guidance to parents and staff on subjects such as CPR, first aid, emergency care procedures and special health problems.

Administers medication as prescribed by a physician, reports adverse reactions or contraindications to the parent/guardian, physician, Principal, and Nursing Coordinator.

Looks for conditions which might indicate the presence of communicable diseases; alerts faculty, parents, physicians and public health authorities when necessary.

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Assists in identifying suspected child abuse/sexual abuse/neglect and in reporting cases to principal and appropriate agency.

Identifies and monitors students with extended illnesses/absences and corresponds with attendance clerk and parent concerning illness/absence.

Participates in implementing a system for managing school emergencies and the conduct of actions to prevent both unintentional and intentional injury and/or disease occurrences.

Orders and maintains inventory of health room supplies and equipment. May stock First Aid kits for staff to take on field trips; also separate kits for the cafeteria and custodial staff.

Compiles data for and prepares various reports and records required by the school, District and other agencies.

Provides in a timely fashion requested documentation of specialized student services in accordance with School Board criteria established for the purposes of the Medicaid Certified School Match program.

Reviews District policies and procedures for appropriate nursing care of students and staff, and recommends changes as appropriate to ensure the provision of quality health care.

Reviews and maintains current and accurate list of all staff who are CPR-, Medication-, First Aid-, and Crisis Manager-certified, and posts as required.

Performs routine administrative/office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data.

Receives and responds to inquiries, concerns and complaints from staff, parents, medical personnel and students regarding nursing services.

Keeps abreast of developments and innovations in the profession; attends training, conferences, workshops or seminars as required to maintain certifications/licenses and to enhance job knowledge and skills.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Collects, classifies, and formats data or information.

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People Responsibility:

"People Responsibility" refers to individuals who have contact with or are influenced by the position.

Provides assistance to people in achieving task completion.

Assets Responsibility:

"Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

Mathematical Requirement:

"Mathematics" deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:

"Communications" involves the ability to read, write, and speak.

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

Complexity of Work:

"Complexity of Work" addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

Impact of Decisions:

"Impact of Decisions" refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with serious impact - affects most units in organization, and may affect citizens; probability of loss of life and/or damage are likely.

Equipment Usage:

"Equipment Usage" refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

"Safety of Others" refers to the responsibility for other people's safety, either inherent in the job or to

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assure the safety of the general public.

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires associate’s degree or the equivalent of two years of college or vocational school education in nursing.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Must be certified as a Licensed Practical Nurse in the state of Florida; shall be currently certified in the CPR and first aid by a nationally recognized certifying agency.

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires six months of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to disease/pathogens.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

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American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Building Administrator

Supervises:

No supervisory duties

PAY GRADE: From: 11401 To: 11425

Number of Months: Number of Days: Hours:

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 3/18/2016