



## Licensed Vocational Nurse Job Description

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**Job Title:** Licensed Vocational Nurse (LVN)

**Reports to:** Principal

**Dept./School:** Campus as assigned

### **Primary Purpose:**

Implement district school health program and provide direct services to meet the needs of the students and staff under the clinical supervision of the school health coordinator/lead nurse (RN).

### **Qualifications:**

#### **Education/Certification:**

High School diploma or GED

Valid Texas license issued by the Board of Vocational Nurse Examiners

Certified by Texas Department of Health to conduct vision and hearing screening

CPR Certification

#### **Special Knowledge/Skills:**

Knowledge of basic first aid and cardio pulmonary resuscitation (CPR)

Knowledge of health appraisal to identify student health defects

Strong organizational, communication, and interpersonal skills

Proficient keyboarding and file maintenance skills

Ability to use personal computer and software to develop databases and do word processing

Ability to communicate effectively (verbal and written)

#### **Experience:**

One year experience in health-related position

### **Major Responsibilities and Duties:**

#### **Nursing Services**

1. Provide direct care utilizing professional assessment skills, the nursing process, and established school health protocols.
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. Implement mandatory screening programs and complete required reports.



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6. Contribute to and implement the individualized student health care plans as established by the lead nurse (RN).
7. Collaborate with campus principal, school counselor, teachers, parents, food service, and other staff regarding the health needs of the general population and those students with identified health conditions.

### **Instruction**

8. Participate in Admission, Review, and Dismissal Committee (ARD) meeting of students with identifiable health needs if requested.
9. Collaborate with other professionals regarding implementation of health related Individual Education Plan (IEP) items.
10. Educate faculty or staff as needed on health related topics as directed.
11. Provide guidance to unlicensed assistive personnel or other school staff on health related tasks as directed
12. Provide health counseling and instruction to individual students.

### **Consultation**

13. Serve as health liaison between school, physicians, parents and community.
14. Assess student problems and make appropriate referrals working with students, teachers, parents, and medical and health care professionals as needed.
15. Participate in assessment and reporting of suspected child abuse.

### **Clerical**

16. Maintain accurate student health records, including immunization records, medication administration records, and individual student treatment records.
17. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including accurate, updated health records on all students.
18. Review and evaluate immunization records.
19. Requisition supplies and equipment needed to maintain clinic inventory.

### **Compliance**

20. 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.
21. Comply with all district and campus routines and regulations.
22. Maintain confidentiality.



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23. Report potential health and safety hazards to principal.

### **Safety**

24. Use Universal Precautions Procedures when cleaning all body spills and providing wound care.
25. Keep health clinic clean and sanitary.

### **Professional Development**

26. Maintain certification in CPR, vision and hearing screening, and as a health screener.
27. Model behavior that is professional, ethical, and responsible.
28. Other duties as assigned.

### **Equipment Used:**

Thermometer, blood pressure cuff, audiometer, otoscope, sphygmomanometer, vision screening equipment, thermoscan, basic clinic equipment, personal computer, and copier.

### **Working Conditions:**

#### **Mental Demands/Physical Demands/Environmental Factors:**

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

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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.

Approved by \_\_\_\_\_

Date \_\_\_\_\_

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_