



## LICENSED PRACTICAL NURSE

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### Position Summary

Perform specialized support services as a Licensed Practical Nurse under the supervision of a Registered Nurse. The position assists in carrying out assigned nursing tasks and activities, promotes student safety and well-being, reinforces classroom programs, maintains documentation records. The LPN may be assigned to provide health services to one or more schools, and the assignments can change, depending on emerging student health needs.

### Supervisory Relationship

This position reports to the Director of Student Services and/or an Administrator for Student Services as assigned and receives technical supervision from a district Registered Nurse.

### Essential Functions

1. Under the direction of a Registered Nurse, implements nursing care according to established priority of needs and according to standards of nursing practice.
2. Confer with Registered Nurse, to plan and oversee day-to-day routines with diabetic and other children with health problems, including administering insulin to young children.
3. Assist with health related programs, like vision/dental/audiometric/health screenings, weekly fluoride rinses in classrooms, containing spread of communicable issues like head lice, scabies, impetigo; administer immunizations at special clinics. This may involve calling parents/guardians.
4. Provide basic emergency medical and first aid care at the school site when not involved in the care of a particular child; assist nurse with further care for students as needed; administer epinephrine and glucagon per protocol; administer medicine per protocol with written parent/guardian permission.
5. Work with a health assistant, to maintain and update manual and computerized files and records of student health information, including immunization records, updates on health problems.
6. Maintain regular and prompt attendance.
7. Performs other duties as assigned.

### Required Knowledge, Skills and Abilities

1. Follow through on assigned student health plans and maintain effective working relationships with the Registered Nurse, School Secretary, Health Assistant, Teachers.
2. Conduct specialized assessments under the supervision of the Registered Nurse, recognize urgent problems, and refer to Registered Nurse.
3. Good basic problem solving with effective verbal and written communication skills.
4. Understand and execute oral and written instructions, policies and procedures.
5. Promote and preserve students' autonomy, dignity and rights in a non-judgmental, nondiscriminatory manner that recognizes student diversity.
6. Protect confidential student information, and use judgment in sharing this information in a manner that is consistent with current law.

7. Exhibits knowledge of job limitations and accepts supervision.
8. Ability to work calmly in stressful situations.
9. Self-directed, ability to work without direct supervision and prioritize workload to assure efficient/quality support to staff and students.

**Minimum Qualifications**

- High school diploma or G.E.D., valid Oregon License to practice as a Licensed Practical Nurse, and six months experience working in a hospital, community or home health clinical setting with patients/clients who exhibit chronic or technology-supported health problems.
- Valid state issued driver’s license and insured vehicle available for use on the job.
- Current First Aid/CPR/AED card, epinephrine and glucagon certificates; or ability to obtain certificates in at least 30 days of start date.

**Preferred Qualifications**

- Experience working in public K-12 environment.
- Diabetic health assistance experience.
- Bilingual and bicultural skills in such common languages to the District (to be determined by the specific position).

**Working Conditions and Environment**

- Duties are performed in an office environment, training environment, and in schools.
- May experience frequent interruptions.
- The employee must lift and/or move 25 to 50 pounds, and may assist, move, or retrain students with greater weight when required to intervene in student safety issues.
- While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear, and speak. Employee may be required to perform extensive work at a computer display terminal.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee may occasionally work in outside weather conditions.
- The employee may be exposed to infectious disease as carried by students and exposed to student noise and learning resource noise levels.
- The employee may be required to travel in school-owned, leased, or personal vehicles while supervising and assisting students.

<b>ADDITIONAL INFORMATION</b>	
<b>Employee Unit</b>	OSEA Classified/192 Day Calendar
<b>Pay Grade</b>	Grade 10
<b>Developed by</b>	Bernadette Adeniran, HR Administrator
<b>Approved by</b>	Karen Hardin, Director Human Resources
<b>Last revised</b>	October 17, 2019