



Job Title:	Licensed Vocational Nurse (LVN)	Wage/Hour Status:	Non-Exempt
Reports To:	Director of Health Services	Pay Grade:	Para/Pay Grade 4
Dept. /School:	Assigned Campus	Date Revised:	09/28/2011

Primary Purpose:

To work directly/indirectly under the supervision of the Director of Health Services and/or the Registered Nurse on that campus. Provide assistance in all aspects of the duties and responsibilities of the Registered Nurse or Director for the benefit of the school health program. The LVN has no responsibilities as the sole health program provider.

Qualifications:

Education/Certification:

Graduate of an accredited school of Vocational Nursing
Current Texas license issued by the Board of Vocational Nurse Examiners
CPR certification in last two years

Special Knowledge/Skills:

Knowledge of basic first aid
Certified in vision, hearing, scoliosis screenings in the last five years
Clerical skills such as typing, filing, record-keeping, and computer knowledge
Prefer community health, pediatric or family health experience

Experience:

Major Responsibilities and Duties:

1. Work under the direct or indirect supervision of the Registered Nurse on same campus or Director of Health Services.
2. Perform and/or assist with state required vision, hearing and scoliosis health screenings, dental screenings and height and weight measurements.
3. Record health screening results on the student health record in a timely manner.
4. Perform or assist the Registered Nurse in referring students who do not pass the state required health screens.
5. Keep accurate records of referrals and outcomes of referrals as directed by the Registered Nurse or Director.
6. Maintain student health records and student health emergency cards on enrolled students.
7. Maintain immunization records on enrolled students.
8. Perform or assist the Registered Nurse in checking immunization records to verify compliance with current state laws.
9. Maintain an original immunization document in each health file.

10. Perform and/or assist the Registered Nurse in notifying parents of delinquent immunizations and required boosters.
11. Keep accurate records of delinquent/required boosters.
12. Follows up to assure immunizations are completed by the specified due date.
13. Perform minor first aid.
14. Call parents to report information regarding illnesses/injuries during school hours.
15. Administer medication under the direct or indirect supervision of the Registered Nurse or Director when medication fulfills district requirements and district procedures for administration of medications are followed.
16. Complete referrals, advises parents of the need for referral and monitors results of referrals on student health record, as directed by the Registered Nurse or Director.
17. Report information to the Registered Nurse or Director on an as needed basis.
18. Perform tube feedings, urinary cauterizations and other delegated procedures after training and completing skills checklist as monitored by Registered Nurse or Director.
19. Maintain accurate records of student visits to the health clinic.
20. Consult with Registered Nurse or Director if unsure about procedures or emergency situations.
21. Document communicable diseases per district policy.
22. Does not offer medical opinions concerning a student's illness or injury (does not diagnose).
23. Maintain confidentiality of all health information and records.
24. Understand and follow district policies and procedures regarding school health.
25. Perform clerical duties related to school health as directed by the Registered Nurse or Director.
26. Perform other duties as assigned by the Registered Nurse or Coordinator.
27. Other duties as assigned.

Equipment Used:

Audiometer, vision screening equipment, otoscope, other basic assessment tools, some office machines

Supervisory Responsibilities:

None

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Ability to communicate effectively (verbal and written). Maintain emotional control under stress and emergency situations. Lifting on occasion, some exposure to bacteria and communicable diseases.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.