

HURLEY R-I SCHOOL DISTRICT

Licensed Practical Nurse

General Summary: In accordance with district policy and procedures, the Nurse will work within the framework of the entire school district. The job of the Nurse is done for the purpose/s of assessing the health needs of students; developing emergency care plans and individual health plans, incorporating input from parent and/or physician; complying with the laws relating to student health, including parental and guardian consent; providing appropriate care for ill, medically fragile and/or injured students; providing health information and serving as a resource to teachers, staff, and administrators; and identifying health problems for referral for proper treatment.

This job reports to the Building Principal and Supervising RN.

- Administers mandated screenings (e.g. vision, dental, hearing and/or back/scoliosis screenings, etc.) for the purpose of referring medical conditions and/or providing appropriate care for ill, medically fragile and/or injured children.
- Administers first aid, medication and specialized medical treatments (e.g. oral suctioning, catheterization, etc.) for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
- Assesses situations involving students' safety and other health related issues (e.g. abuse (physical, sexual, drug, etc.) for the purpose of identifying problems, referring for proper treatment and complying with legal requirements.
- Audits immunization status of all students for the purpose of keeping the district in compliance with the Missouri Division of Health and notifying parents of deficiencies and the steps to comply with immunization requirements.
- Collaborates with parents, students, health care providers, and/or public agencies (e.g. Stone County Health Department, CoxHealth, Jordan Valley, Children's Services) for the purpose of promoting and/or securing student health services; providing information and complying with legal requirements.

- Conducts site assessments (e.g. health issues, student health records, emergency preparedness, etc.) for the purpose of identifying issues and/or providing recommendations for improving safety and accessibility.
- Conducts age appropriate programs and/or activities in conjunction with classroom curriculum (e.g. CPR, health education, nutritional workshops, etc.) for the purpose of supporting established lesson plans.
- Consults with school personnel, families, and children on a variety of health related subjects (e.g. CPR, disaster preparedness, child abuse, health education, medication management, policies and procedures, substance abuse, growth and development, food allergies, STDs, hygiene, etc.) for the purpose of promoting a healthy lifestyle and/or acting as a resource to students, teachers, and other school personnel.
- Develops individual student care plans (e.g. IHPs, EAPs, etc.) for the purpose of addressing students' health needs, providing direction to site personnel, and/or implementing directions provided by parents and/or physicians.
- Implements health care plans for students with health problems (e.g. diabetes, etc.) for the purpose of meeting the needs of students with chronic health problems and/or accommodation requirements.
- Handles Medicaid billing and coordinates staff training.

Job Description:

- Maintains student's confidential files and records (e.g. health care plans, agency referrals, accident reports, etc.) for the purpose of providing information required by legal requirements and professional standards.
- Monitors students referred for illness and/or injury for the purpose of attending to their immediate health care concerns and initiating follow-up care.
- Participates in a variety of meetings (e.g. workshops, seminars, interdisciplinary teams, IEPs, 504s, etc.) for the purpose of gathering, conveying and/or sharing information on student health needs, service delivery, and educational programs; and/or improving skills and knowledge.
- Refers students requiring additional medical attention (e.g. severe in-school injuries, symptoms of contagious disease, etc.) for the purpose of providing required follow-up treatment and services.
- Reports health and safety issues to assigned administrators and appropriate agencies (e.g. fights, suspected child or substance abuse,

contagious diseases, etc.) for the purpose of maintaining students' personal safety, a positive learning environment and complying with regulatory requirements and established guidelines.

- Researches a variety of topics relating to health and medical care (e.g. wellness, nutrition, treatment protocols, childhood diseases, etc.) for the purpose of providing information to staff, students, parents, and the public. Responds to crisis situations (e.g. suicides, shootings, etc.) for the purpose of providing emotional support to students and staff.
- Responds to emergency medical situations (e.g. severe falls, prescription reactions, bleeding, etc.) for the purpose of ensuring appropriate immediate medical attention and related follow-up action.
- Serves as liaison between home and school in all health matters (e.g. immunizations needed, chronic illness treatment, contagious disease outbreaks, etc.) for the purpose of facilitating follow-up medical care and/or promoting access to health care providers.
- Coordinates and directs the district wellness program.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; handling hazardous materials/waste; operating equipment used in clinical setting; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions.

Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures; stages of child development; pediatric and family nursing practices; community health concepts; and pertinent policies, codes, regulations and/or laws.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using

equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; dealing with distraught, angry or hostile individuals; maintaining confidentiality; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Physical Requirements/Environmental Conditions:

Requires prolonged sitting and standing; requires stooping, bending, reaching and onal lifting; requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials: must work in stressful and hectic environments; requires the ability to handle multiple tasks with frequent interruptions; may require some travel; requires physical and emotional endurance; must be able to work long and irregular hours; and requires regular and consistent attendance an physical presence at the job. The job is performed under conditions with exposure to risk of injury and/or illness.

Experience

Job related experience with increasing levels of responsibility is desired.

Education

- Targeted, job related education with study in a job-related area.
- Licensed Practical Nurse license from the state of Missouri.
- CPR certification and trainer certification
- First Aid Certificate

- Criminal Justice Fingerprint/Background Clearance

Length of Contract:

Regular nursing contract begins two full weeks before the student school start date and ends with the last day of summer school.

Compensation:

Minimum \$26,000