

## Job Description

**Job Title:** Treatment Nurse (LPN)

**Supervisor:** School Nurse/Principal & Supervisor of Health Services

**Position Code:** 2N01 or BN01

**Pay Grade:** 28

**Job Classification:** Non-Exempt

**Contract Length:** 195 Days

### **Job Summary**

Position provides technical nursing support to medically fragile, disabled and other assigned students under the supervision of the school nurse. Assists the school nurse in providing health care to all students and staff to include health screening, assessing health needs, providing first aid/emergency care and health counseling. This position is assigned by the Supervisor of Health Services based on school division placement of special education classes and medically fragile students. Additional sites or reassignment during the school year is possible.

### **Essential Duties**

1. Performs specific procedures and treatments with physician orders under the supervision of the registered school nurse to include but not limited to catheterization, suctioning, tracheotomy care and tube feedings.
2. Assists the school nurse, school and parents in maintaining medically fragile students to school.
3. Administers first aid and medications.
4. Observes students for illness or injury, consults with the registered nurse as needed, and advises on dismissal.
5. Adheres to laws, rules, and regulations governing LPN practice.
6. Maintains accurate documentation, records, and confidentiality of information.
7. Assists in the maintenance and updating of health records.
8. Reports information and concerns to supervising registered school nurse.
9. Conferences with supervising registered nurse regarding individual student health care plans.
10. Implements student health care plans on all students receiving direct care and others as directed.
11. Utilizes the nursing components of the ESIS computer system.
12. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Maintains a safe, clean, and organized work area.
2. Performs any other related duties as assigned by the School Nurse or other appropriate administrator.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must be a licensed practical nurse (LPN) licensed to practice in the State of Virginia and certified by the Virginia Board of Nursing. Displays thorough knowledge of nursing procedures as defined by score of practice. Experience in acute care setting, pediatrics and school health with well developed assessment skills desirable. Must possess current CPR certification. Valid Virginia Drivers' License required.

### **Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Duties are performed in a school clinical and classroom environment.

While performing the duties of this job, the employee is frequently required to walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; smell. The employee must occasionally lift, push, pull, carry, and/or move patients and equipment weighing up to 100 pounds. Specific vision abilities required include close vision, depth perception, and ability to adjust focus for observing patient conditions and administering appropriate treatment. The job risks exposure to disease/pathogens; blood and bodily fluids; medications; and toxic or caustic chemicals.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school clinical environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** School Nurse

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Treatment Nurse will be required to follow any other instructions and to perform any other related duties as assigned by the School Nurse or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

Revised 01/19 CR