

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title:** Licensed Practical School Nurse

**Department:** Safety and Health

**Grade** H  
**H.P.D.** 7.5  
**D.P.Y.** 196

**Job Description**

**Date Reviewed:** July 2021

**Reports To:** Principal/District RN

**Purpose of Job**

The purpose of this job is to provide optimum health care to students within the school setting.

**Essential Administrative Duties and Responsibilities**

**The following duties are typical for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Function in accordance with the Standards of Professional School Nursing Practice, the Nurse Practice Act, and federal and state statutes that impact school nursing practice.

Function within the scope of practice for a licensed practical nurse

Adheres to confidentiality concerning privileged information

Creates school schedule for ordered medical procedures

Creates school schedule for medication administration

Provides care plans to parent/guardian for completion

Reports to parents, school personnel, providers, clinics, and other agencies on school medical matters

Reviews all Tennessee Certificate of Immunizations and ensures compliance with Tennessee Board of Educations and District Policies for applicable grades (Elementary schools – Pre-Kindergarten, Kindergarten and new students, Middle Schools – 7<sup>th</sup> grade and all new students, High Schools – all new students). Uploads immunization records to the electronic medical record (EMR)

Attends committee meetings and conferences regarding health service and health curriculum

Prepare required health reports for the District RN, Board of Education and Tennessee Department of Education

Completes nursing documentation on appropriate clinic forms and EMR

Maintains up-to-date cumulative health records on all students

Identifies and refers students who require medical and dental care

Contacts homes of children regarding health concerns when referred by principals

Advises on modifications to meet the health needs of individual students for IHPs

Advise teachers on health matters, particularly regarding screening for student health concerns

Participates in In-service training programs and completes required trainings in a timely fashion

Completes student injury reports in the EMR and follows up with staff to ensure completion

### **Essential Clinical Responsibilities**

Adheres to Universal Precautions in all situations

Conduct annual health screenings to applicable students, refer students who do not pass screenings, follow up on referrals and complete annual screening report

Properly secures medications

Assumes authority for the care of a student or staff member who has suffered injury or emergency illness

Observe students regularly to detect health needs

Completes ordered student procedures according to District policy. Some examples of procedures are urinary catheterizations, tube feedings, tracheostomy care, suctioning, carb counting, etc.)

Administers medications & disposes of expired medications according to District Policy

### **Additional Job Responsibilities**

Provide health-related training to school personnel under the direction of the District RN or Nurse Educator

Conduct medical emergency response training to staff, including hands-only CPR and serve as a facilitator for the school's Medical Emergency Response Team

Provides necessary Health Education for students and families

Reviews students' medical history; assesses student's physical appearance pertaining to health and wellness

Provide preventative health services to students, including health education, screening, consultation, and referrals

Coordinates separate Health Screening Room (HSR) during periods of communicable disease or pandemic as advised by the Tennessee Department of Health and Tennessee Department of Education

Creates a Student Assessment Team (SAT) in the school to assist in the HSR during periods of communicable disease and pandemic. Provide guidance to the SAT

Serve as a resource for school administrators and staff during periods of communicable disease, including contact tracing and student exclusions from school

Assists at other CMCSS schools as directed by District RN

Maintains a professional image at all times by wearing clean and wrinkle free uniforms/scrubs

Performs other duties as required.

#### **Minimum Training and Experience Required to Perform Essential Job Functions**

Current Tennessee or Multi-State Licensed Practical Nurse (LPN) license. . Experience in a K-12 school setting preferred but not required.

Current Basic Life Support (BLS) certification by the American Heart Association. Knowledge of First Aid procedures. Tennessee Driver's License

#### **Knowledge of Job**

Has considerable knowledge of the policies, procedures, and activities of the School System and supervisory practices as they pertain to the performance of the Licensed Practical School Nurse. Has thorough knowledge of health practices, supervisory and public relation techniques as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc., as they pertain to health operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public, and all other groups involved in the activities of the department. Is able to assemble information and made written reports and documents in a concise, clear and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergencies, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems

#### **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate various office machines and equipment such as computers, printers, copiers, calculators, telephones. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty pounds of force occasionally, and up to twenty pounds of force frequently. Must be able to lift and/or carry a weight of forty to sixty pounds. Must be able to respond quickly to emergencies in the school. Physical demand requirements are at levels of those for medium to heavy work.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable

functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability to speak and/or signal people to convey or exchange information, Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of the Licensed Practical School Nurse. Requires the ability to write reports with proper format, punctuation, spelling, and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice. Requires knowledge of standard medical terminology and abbreviations.

**INTELLIGENCE:** Requires the ability to learn and understand complex principles and techniques; to make independent judgments in the absence of supervision; to acquire knowledge of topics related to Health Services.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and elected officials; explain procedures and policies, and to follow verbal and written instructions, guidelines, and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight, utilize statistical inference and calculate medication dosages.

**FORM/SPATIAL APTITUDE:** Requires the ability to visually inspect items for proper length, width, and shape. Requires the ability to visually measure medications.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using office equipment and medical equipment.

**MANUAL DEXTERITY:** Requires the ability to handle various items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating with the other hand with different activities. Must have eye/hand coordination sufficient to administer medications to include insulin.

**COLOR DISCRIMINATION:** May require the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to Health Services.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and hear: (talking - expressing or exchanging ideas using spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the School System may provide reasonable accommodations to qualified individuals with disabilities and encourage prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

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**Employee's Munis Number**

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**Date**

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**Date**