

Job Description

Job Title: Health Services Substitute Nurse (RN/LPN)

Supervisor: Health Services Supervisor,
School Nurse and Lead RN

Job description: Perform health services duties in the absence of the School Nurse/Treatment Nurse.

Essential Duties:

1. Provides direct nursing care to students and staff by administering medications, immunizations, first aid, emergency health care, and nursing care prescribed by a medical provider; and accompanies students to the hospital as necessary.
2. Report suspected cases of child abuse and neglect through the proper channels.
3. Maintains compliance with Individualized Education Plans (IEP's)/Individualized Health Care Plans (IHP) and may perform nursing care such as catheterization, suctioning and tracheostomy care.
4. Ensures sanitary standards of the school's clinic are being met and maintains OSHA standard regarding Bloodborne pathogens and other potentially infectious body materials.
5. Maintains proper documentation and health records on all students within the assigned school, prepares/submits reports as required, and utilizes the nursing components of the ESIS computer system.
6. Complies with laws, regulations, protocols and School Board policies/procedures as the apply to school health services.
7. 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.)

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications (Knowledge, Skills & Abilities required):

Must possess current RN or LPN licensure to practice in Virginia and certified by the Virginia Board of Nursing, and possess current CPR certification. Valid driver's license required. Ability to travel to more than one work location during the day if assigned to an itinerant position.

Working Conditions and 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 accommodations may be made to enable individuals with disabilities to perform essential functions. Duties are performed in a school clinic and classroom environment. While performing the duties of this job, the employee is frequently required to walk; use hand to finger, handle or feel; reach with hand 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 RN: treatment nurses and clinic assistants

Supervision Received LPN: Health Services Supervisor, School Nurse and Lead RN

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

Approvals:

Supervisor

Date

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

Employee Name (Print)

Signature

Date

05/2025 LS