

# ARKANSAS SCHOOL FOR MATHEMATICS, SCIENCES, + THE ARTS

## JOB DESCRIPTION

**POSITION:** School Nurse (Licensed Practical Nurse - LPN)

**REPORTS TO:** Dean of Students

**PURPOSE OF POSITION:** The School Nurse manages and coordinates ASMSA's health services, wellness program and related portions of the residential curriculum based on requirements established by institutional policies, procedures, and protocols, and by local, state and national regulations and statues; maintains and operates the school clinic.

**CLASSIFICATION:** Non-Exempt

### RESPONSIBILITIES AND PERFORMANCE STANDARDS:

Duties include but are not limited to:

- A. Serves a primary function as School Nurse:
- Possesses the capacity to follow the Arkansas State Board of Nursing Scope of Practice.
  - Ensures compliance with procedures, protocols, and other instructions provided by the coordinator of health services or contained in division manuals and protocols.
  - Provide nursing care and physical screening to students; assesses students and implements first aid measures for students as needed.
  - Assume responsibility for appropriate assessment, planning, intervention, and evaluation, management, and referral activities for students.
  - Counsels with students concerning problems such as pregnancy, sexually transmitted diseases and substance abuse in order to facilitate responsible decision making practices.
  - Implements and records required screening programs; notifies parents when further medical evaluation is indicated.
  - Establishes and updates health and immunization records.
  - Prepares and maintains student clinic records and prepare required reports. Administers daily and PRN (as needed) medications and nursing care procedures prescribed by the student's physician.

- Initiates emergency procedures for students and staff as needed.
  - Orients the staff and teaches specific medical procedures for the evaluation and maintenance of the medically involved student in the classroom.
  - Presents, trains and maintains appropriate standards from OSHA regarding contact with, and possible exposure to blood borne pathogens and other potentially infectious body materials within the school or employment setting.
  - Follows procedures for suspected cases of child abuse and neglect.
  - Acts as a liaison between the school, home health department professionals, and other community agencies.
  - Maintains clinic equipment and assesses the need for consumable supplies on an annual basis.
  - Performs related work as required.
- B. Develops and implements the Wellness component of the Residential Curriculum
- Serves as a member of the Student Strategies Team, that bridges student support discussions between the Academic and Residential communities.
  - Develops Individual Health Care Plans in consultation with the Assistant Dean for Counseling Services for students on a case-by-case basis.
  - Provides health education and anticipatory counseling in individual and group settings.
  - Provides instruction
  - Coordinates presentations by various agencies and professionals on pertinent health care topics for school staff in consultation in the Office of Human Resources.

**Position Qualifications:**

- Graduate of an accredited nursing program.
- Licensed as a registered nurse in the State of Arkansas and in good standing with the Arkansas State Board of Nursing.
- At least 2 years experience preferred in community health, pediatrics, emergency care, triage, or a physician's office.
- Strong verbal skills including phone skills and the ability to speak to large crowds.
- Strong organizational skills.
- Computer competency, including knowledge of Microsoft Office programs.
- Able to work independently and as a part of a team.
- Able to grasp the broad overview of ASMSA and its services in order to best utilize available resources.