

HUMAN RESOURCES

WORCESTER PUBLIC SCHOOLS
WORCESTER, MASSACHUSETTS

Job Description

SUBJECT: LICENSED PRACTICAL NURSE (LPN)

REPORTS TO: CLINICAL CARE COORDINATOR

ANTICIPATED START DATE: IMMEDIATELY

ACCOUNTABILITY OBJECTIVE:

This position is accountable for the administration of direct and indirect student care and student care related activities for one or more students who have special needs/ medical disabilities. Assignments may include: obtaining vital signs, medication administration, tracheostomy care, tube feeding administration, ostomy care, catheter care, ADL assistance and other elements of nursing care specific to the assigned student and within the scope of practice.

PRINCIPAL RESPONSIBILITIES:

1. Support the Worcester Public School (WPS) Special Education Department (SPED) and Nursing Department in the nursing assessment, evaluation and care of students both within and outside of the district.
2. Collaborate with the school nurse (SN), family and Nursing Administrators in the development of the student's Individualized Health Care Plan (IHCP).
3. Contact student's primary care provider or specialist as needed to obtain and/or modify written orders and pertinent health-related documents.
4. Accompany student during bus transport to and from school as needed.
5. Check in with the school nurse at beginning and end of school day and as needed. Provide verbal update to SN and document daily care, medications and/ or treatments in the electronic health record (EHR-SNAP).
6. Provide nursing care as defined in the student's IHCP during the school day while in building and off site during field trips or other short term events as needed. This may include emergency transport to a medical facility.
7. Develop a written student Safety Plan in coordination with the CCC, school teacher and school nurse to implement when not with student for personal breaks, lunch, and bathroom use.
8. Attend IEP, IHCP and 504 meetings as requested.
9. Function as a health education resource to support student, family, and school staff. Provide appropriate referral to in-school and community organizations as identified.
10. Collaborate, cooperate and communicate with other school and/or health care providers to ensure optimal level of evidence-based care for each student.
11. Abide by all WPS Policies and Procedures.
12. Work within the Scopes and Standards of Licensed Practical Nursing Practice.

13. Responsible for assuring equal educational opportunity to all individuals regardless of race, color, gender, age, marital status, religion, gender identity, natural origin, sexual orientation, homelessness, or disability.
14. Responsible to perform other job-related duties as assigned.

REQUIRED QUALIFICATIONS:

1. Licensed Practical Nurse (LPN) with current BORN licensure in the state of Massachusetts.
2. Minimum of a certification in practical nursing from a National League of Nursing accredited program.
3. Current certification in CPR/AED.
4. Experience with use of the electronic health record, preferable SNAP.

PREFERRED QUALIFICATIONS:

1. Ability to speak Spanish, Portuguese, Arabic, Vietnamese, Albanian, or an African language.
2. Demonstrated experience with second language acquisition

WORK YEAR: 183 day work year; the basic work-day hours are in accordance with the specific school specific start and end times and/or the student's transportation needs.

SALARY: TBD