



Longview Independent School District

JOB DESCRIPTION FLOAT NURSE - LVN

JOB TITLE:	Float Nurse - LVN	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Principal	TERMS:	187 Days
DEPARTMENT:	Campus Assigned	PAY GRADE:	Para 5

PRIMARY PURPOSE:

Provide direct health services for students and staff as delegated by Lead Registered Nurse; promote health education and preventive health practices for students

QUALIFICATIONS:

Education/Certification:

Graduate of an accredited professional nursing education program
Valid LVN license to practice vocational nursing in the state of Texas
Certification by Texas Department of Health to conduct vision, hearing and spinal screening
Current CPR certification

Special Knowledge/Skills:

- Knowledge of health appraisal to identify student health defects
- Strong organizational, communication and interpersonal skills
- Ability to implement policies and procedures
- Working knowledge with children who have a tracheotomy and care of the tracheotomy
- Working knowledge of the Pase Meur valve for the tracheotomy
- Working knowledge and care of the G-Button
- Working knowledge of child with a seizure disorder
- Working knowledge of saturation pulse or monitor
- Able to develop plan of care (Care Plans)

Experience:

Two years nursing experience, preferably in school health, community health or pediatrics



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MAJOR RESPONSIBILITIES AND DUTIES:

Nursing Services

1. Float Nurse may be placed on different campuses at a moment's notice
2. Float Nurse must communicate well with campus nurses, principals and Nurse Coordinator
3. Provide temporary and emergency care for sick and injured students or staff according to district policy and procedures
4. Serve as health advocate for students
5. Notify parents of accident or illness and secure medical care for student in emergency cases (if parents or emergency contact cannot be reached)
6. Maintain AED(s) equipment at campus/building
7. Coordinate management system to administer medications to students at school; administer medications according to district policy and procedures
8. Establish and implement effective screening procedures as required by the Texas Department of Health, Texas Education Agency and district; make referrals as necessary
9. Develop and coordinate continuing evaluation of campus health program and make changes based on findings
10. Float Nurse will facilitate other programs that the district deems necessary, such as Asthma programs, Immunization Clinics, etc.
11. Evaluate faculty and staff as needed on health related topics

Instruction

12. Participate in development of campus health education curriculum and provide health education to individuals and groups; promote preventative health practices as directed by the Lead Registered Nurse
13. Provide health counseling and instruction to individual students



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Consultation

14. Serve as health liaison between school, physicians, parents, and community
15. Assess student problems and make appropriate referrals working with student, teachers, parents, and medical and health care professionals as needed
16. Participate in Admission, Review, and Dismissal Committee, crisis team, and school committees
17. Collaborate with other professionals regarding implementation of health-related Individual Education Plan (IEP) items
18. Participate in assessment and reporting of suspected child abuse
19. Make home visits to help with student health problems as necessary with permission of principal
20. Communicate regularly with principal and Lead Registered Nurse regarding health services issues

Administration

21. Float Nurse will help campus nurses maintain immunization records
22. Compile, maintain and file all physical and computerized reports, records and other documents required by the state and the district, including clinic records and accurate, updated health records on all students
23. Document nursing interventions using accepted abbreviations and following district protocol for appropriate record keeping
24. Requisition supplies and equipment needed to maintain clinic inventory
25. Comply with policies established by federal and state laws, Texas Department of Health rule, State Board of Education rule, and board policy in health services area



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

Administration (continued)

- 26. Report potential health and safety hazards to principal
- 27. Comply with all district and campus routines and regulations

Professional Development

- 28. Maintain current certifications in CPR, vision and hearing screening, and spinal screening
- 29. Model behavior that is professional, ethical, and responsible

Other

- 30. Comply with district policies, as well as state and federal laws and regulations
- 31. Adhere to the district's safety policies and procedures
- 32. Maintain confidentiality in the conduct of district business
- 33. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
- 34. Demonstrate regular and prompt attendance
- 35. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Thermometer, blood pressure cuff, audiometer, otoscope, sphygmomanometer, vision screening equipment, thermoscan, basic clinic equipment, personal computer, and copier



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WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus; exposure to blood-borne pathogens and communicable disease which will be controlled by using Universal Precautions

EVALUATION:

School Nurse Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: JUNE, 2020