



JOB DESCRIPTION



INFORMATION

Job Title	<i>School Nurse</i>	EEOC Job Classification	Professionals
		FLSA Classification	Non-exempt
Department	Health Center	W/C Classification	8868 – Administration/Faculty
Reports To	Director of Human Resources	Effective Date	10/30/2020

SUMMARY

The Health Center Licensed Practical Nurse (LPN) responsibilities are both clinical and administrative. This individual provides health care services to eligible students within standard LPN scope of practice. Administrative responsibilities include management of student health requirements including data entry, inventory management and quality assurance activities. Occasional group health and wellness education programs and presentations are included in the responsibilities of this position.

ESSENTIAL JOB FUNCTIONS

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

- Provide health care services to eligible students.
- Perform initial nursing assessment and office-based testing when indicated.
- Document medical history and physical assessment findings on office forms or within computerized version thereof in a timely manner.
- Dispense treatments and over-the-counter medications within LPN scope of practice.
- Conduct follow-up telephone calls to students.
- Maintain and regularly monitor expiration of vaccine, medication and supply inventory.
- Record and track expiration dates in Excel worksheet. Will perform supply ordering as per the Director within identified University budget parameters. Responsible for securing purchase order approval (as applies) and invoice payment.
- Perform and record monthly quality assurance testing on medical devices.
- Perform other miscellaneous job-related duties as assigned.

QUALIFICATIONS

- Has a personal relationship with Jesus Christ, a demonstrated commitment to the doctrinal position of TMUS, and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Exercise confidentiality, good judgment and discernment.
- Commitment to respect and submit to departmental and Institutional leadership.
- Ability to communicate effectively, both orally and in writing.
- Must successfully pass a background investigation.
- Must hold valid LPN license to practice in the state of California.
- Current CPR/AED certification.

- Proficiency in or ability to attain proficiency in administering and reading PPD (TB skin tests).

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibilities.

EDUCATION AND EXPERIENCE

Minimum requirements for this position:

- Bachelor's degree in nursing.
- Minimum of two years of professional LPN experience.
- Proficient in Microsoft Office Suite; Word, Excel and Outlook

PHYSICAL DEMANDS

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.

- While performing the duties of this job, the employee is regularly required to talk, hear, speak, stand, and walk.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
- This position requires the ability to occasionally lift, push, pull, grasp, and bend while lifting up to 30 lbs. Occasionally must be able to support or assist a patient's weight which can vary. Proper lifting must be used at all times.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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