



ARKANSAS SCHOOL FOR THE BLIND

James Caton, Superintendent



POSITION: **22082549 (Re-Advertised)**

POSITION TITLE:

Licensed Practical Nurse

REPORTS TO:

Mary Levy

JOB DESCRIPTION:

Observe, implement and evaluate the health needs of all students. Cooperate with other health-care team members in maintaining optimum student health and preventing illness as set forth by the guidelines of school policy, Arkansas Department of Health regulations and professional ethics. Transport students to medical appointments or hospital when necessary. Respond to and initiate appropriate emergency procedures in life-threatening situations in a timely manner to stabilize a patient's condition or prevent complications at an organized level. Carry out treatment plan to include continuity with all nurses, staff and parents. Perform vision, hearing, BMI and scoliosis screenings in accordance with the Dept. of Health and Dept. of Education standards. Manages the documentation procedures for the Infirmary. Record physician's orders on daily reports and medication administration records. Obtain current orders on all prescribed medications and treatments. Chart medication in appropriate medical records. Responsible for the accurate reporting and recording of patient's symptoms, reactions, and progress. Correspond and communicate clearly with parents and/or staff regarding health issues. Work well with health-care team as an integral part of the educational program by openly communicating effectively with other members of the staff regarding health matters. Actively participate on multi-disciplinary teams for program evaluation and planning in the academic setting. Assist school staff with providing medical and physical information for student evaluations. Maintain ethical and professional standards in service delivery. Monitor, clean and assist to maintain the equipment in the Infirmary. Ensure a clean and safe environment. Maintain inventory. Comply with all Dept. of Health regulations. Coordinate duties with other nurses in order to complete housekeeping and other daily chores. Update all professional certificates and licenses as mandated by Infirmary Supervisor and ASBN standards: CPR, Driver's license with liability insurance, Vision, Hearing Scoliosis and BMI screenings. Take students safely and in a timely manner to appointments or to the ER if necessary using State vehicles provided.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a diploma or certificate with the prescribed curriculum in a state approved program for the preparation of practical nurses.

Shift Hours: Sunday afternoon to Friday morning: 4:00 p.m. to 12:00 midnight.

CERTICATES, LICENSES REGISTRATIONS:

Must be licensed as Licensed Practical Nurse by the Arkansas State Nursing Board in accordance with ACA 17-87-304.

SPECIAL REQUIREMENTS:

A background check will be conducted. Direct deposit and 6.25% Contributory Teacher Retirement is mandatory. All persons selected for employment must submit to a drug test as a precondition of employment. All hiring Decisions are contingent on the person selected passing the drug test. Current driver's license. Ability to travel. On/off shift work. Occasional off shift work will be required.

APPLICATION PROCEDURE:

Submit State Application to: Bonita Nash, Assistant Personnel Manager
Arkansas School for the Blind
Location: 2606 West Markham, Blind School Campus
Mailing address: 2606 West Markham, Little Rock, AR 72205
Fax: 501-603-3532
Online at www.arstatejobs.com

The Arkansas School for the Blind does not discriminate on the basis of race, national origin, sex, age or disability in employment or the provision of services.