



SPECIAL EDUCATION ASSOCIATION OF PEORIA COUNTY  
4812 W. PFEIFFER ROAD  
BARTONVILLE, IL 61607

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## ***Program Nurse Substitute***

FLSA Status: Non-Exempt

Reports to: Special Education Administrator

Position Objective: To promote and support a well-organized, smoothly functioning classroom environment by supporting the medical needs of students with multiple handicaps and medical diagnoses. To provide medical support and documentation for students in the classroom.

### Essential Functions

- Uses clinical judgment to (identify) a medical issue and provide care and/or guidance/education for ill or injured students
- Contributes to the creation of health care plans, communicates with doctors and parents, and submits relevant assessment and documentation to RN or CSN for review at annual reviews and for any updates at start of fall semester and throughout the year
- Provides direct professional nursing services to students which include but may not be limited to: naso-tracheo suctioning, tracheostomy care, gastric tube care and feedings, urinary tract catheterization, medication administration, assisting and implementing health care plans, and implementing emergency health plans when needed.
- Provides guidance / education related to any nursing services being provided by trained staff, or being self administered by students.
- Maintains medication and/or procedure logs/Medicaid Logs and nursing notes (reviewed with DC SEAPCO RN).
- Ensures proper documentation of pertinent health information (such as medical updates from parents, assessments, interventions, and related authorizations) in accordance with applicable laws and standards (NPA, ISBE, and SEAPCO Policy) and facilitates accommodations as required to meet the medical needs of the student.
- Provides Guidance and education regarding contents and implementation of health plans, Student specific medical information, and/or recommendations for handling different health conditions
- Maintains medical equipment and supplies as appropriate
- Consults with RN regarding any unusual or difficult situations.
- In an emergency utilize the nursing process to provide / coordinate care including collaborative communication and timely notification/involvement of Parents and Medical / EMS providers as needed, within the LPN Scope of Practice.
- Ensure an extra set of keys for the medication cart is kept in the classroom, in the school nurse office and documented clearly in substitute plans.
- Follows organization, building, and classroom policies, procedures, regulations, and attendance standards.
- Strives to implement the organization's philosophy of educational and instructional goals and objectives under the supervision of the building administrator.
- Participates in in-service training programs, SIP activities, and other professional development activities when approved by administration.



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- Communicates effectively and maintains appropriate interactions with teachers and all professional staff.
- Demonstrates enthusiasm and initiative.
- Accepts constructive criticism.
- Uses time efficiently.

Additional Functions

- Other duties as assigned.

Qualifications

- LPN or higher nursing degree

Competencies

- Excellent interpersonal communication skills. Able to communicate effectively with staff at all levels, students, parents, and the general public.
- Ability to interact with children in a positive and nurturing manner..
- Ability to multi-task while maintaining a calm and professional demeanor.
- Ability to lift at least 50 pounds.
- Adaptable to different work scenarios.
- Able to prioritize efforts in order to achieve a student-focused solution.
- Ability to collaborate and provide shared leadership.
- Ability to read, write and speak the English language.
- Understanding of school, organization, and state rules and regulations regarding school operations.

Working conditions:

- Mental Demands: calculating, comparing, evaluation, interpreting, organizing, consulting, analyzing, planning, documenting, specifying, coordinating, implementing, and presenting.
- Physical Demands: bending, stooping, kneeling, twisting, reaching, sitting for prolonged periods of time, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity.
- Environmental Conditions: The work is performed primarily indoors; however, outside work is required on occasion. Travel between buildings or for community based instruction may be a requirement.