

Nurse

Purpose Statement

The job of Nurse is done for the purpose/s of knowing the individual health needs of students; implementing and communicating health care plans directed by physicians; ensuring district health care practices comply with the laws relating to student health issues; providing appropriate immediate care for ill, medically fragile and/or injured students; and serving as a health care resource to teachers, staff, and administrators; managing and distributing medications; conducting mandated health screenings and identifying health problems for referral to appropriate parties for proper follow up treatment.

This job reports to Director of Student Services

Essential Functions

- Administers mandated screenings (e.g. vision, dental, hearing and/or back/scoliosis screenings, etc.) for the purpose of referring medical conditions and/or providing appropriate care for ill, medically fragile and/or injured children.
- Administers first aid, medication and specialized medical treatments (e.g. oral suctioning, catheterization, etc.) for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
- Assesses situations involving students' health related issues (e.g. safety, abuse: physical, sexual, or drug, etc.) for the purpose of identifying problems, referring for proper treatment and complying with legal requirements.
- Collaborates with a variety of individuals and groups (e.g. parents, students, health care providers, and/or public agencies, etc.) for the purpose of promoting and/or securing student health services; providing information and complying with legal requirements.
- Conducts age appropriate programs and/or activities in conjunction with classroom curriculum (e.g. health education, nutritional workshops, etc.) for the purpose of supporting established lesson plans.
- Develops individual student care plans for the purpose of addressing students' health needs; providing direction to site personnel and/or implementing directions provided by parents and/or physicians.
- Directs student health services (e.g. screenings, emergency care, medication storage and administration, etc.) for the purpose of prioritizing project activities, ensuring utilization of personnel in compliance with site requirements; and meeting mandated requirements.
- Maintains student's confidential files and records (e.g. health care plans, agency referrals, accident reports, etc.) for the purpose of providing information required by legal requirements and professional standards.
- Maintains contact with parents/guardians for the purpose of advising changes in student health and/or recommending further medical and/or emotional intervention.
- Monitors students referred (e.g. illness and/or injury, etc.) for the purpose of attending to immediate health care concerns and initiating follow-up care.
- Monitors students with chronic illnesses for the purpose of assisting the child in achieving the highest possible functional level.
- Participates in meeting and events (e.g. workshops and seminars, and interdisciplinary teams, etc.) for the purpose of gathering, conveying and/or sharing information on students health needs, service delivery, and educational programs; and/or improving skills and knowledge.

- Prepares written materials (e.g. quantity reports, student services, correspondence, internal audits, core plans, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides training on health related subjects (e.g. CPR, disaster preparedness, child abuse, health education, medication management, policies and procedures, substance abuse, growth and development, food allergies, STDs, hygiene, etc.) for the purpose of promoting a healthy lifestyle and/or assisting as a resource to students, teachers, and other school personnel.
- Refers students requiring additional medical attention for the purpose of providing required follow-up treatment and services.
- Reports health and safety issues to assigned administrator and appropriate agencies (e.g. student arguments, suspected child or substance abuse, contagious diseases, etc.) for the purpose of maintaining students personal safety in a positive learning environment and complying with regulatory requirements and established guidelines.
- Researches a variety of topics relating to health and medical care especially for individual students (e.g. wellness, nutrition, treatment protocols, childhood diseases, student health records, etc.) for the purpose of providing information to staff, students, parents, and the public.
- Responds to emergency medical situations (e.g. severe falls, prescription reactions, bleeding, etc.) for the purpose of ensuring appropriate immediate medical attention and related follow-up action.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; using pertinent software applications; analyzing data; applying assessment instruments; classifying data and/or information; comparing results; and facilitating meetings.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; assessment instruments and techniques; job-related codes/laws/rules/regulations/policies; knowledge of community resources; safety practices and procedures; stages of child development; and treatment modalities.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; working with frequent interruptions; adapting to changing work priorities; organizing tasks; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and

significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing

Pre-employment medical physical exam and essential function test (EFT)

Certificates and Licenses

RN License

Continuing Educ. / Training

Maintains RN License
Continuing Education Requirements

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

T Coordinator of Health
Services