



# JOB DESCRIPTION

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<i>POSITION:</i>	SCHOOL NURSE
<i>Reports to:</i>	Special Services Director
<i>Days/year:</i>	180
<i>Building:</i>	District Wide
<i>FLSA Status:</i>	Exempt
<i>Representation:</i>	Available
<i>Minimum Qualifications:</i>	Valid Washington State Educational Staff Associate Certification (ESA).

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## POSITION SUMMARY

Provide direct health and nursing services to students; assist in the planning and implementation of school health services in cooperation with local public health and school administrative personnel; evaluate the health status of students and the health services program; provide instruction in health practices, first aid, child care, and other related subjects; serve as a resource pertaining to student health management strategies, and welfare and attendance problems and concerns; and perform other related functions as required.

## ESSENTIAL DUTIES

This list of essential functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

### Supervisory & Training Functions

- Delegate to unlicensed school personnel tasks that can by law an RN can delegate and provide training and supervision of non-nurse school staff in providing those services.
  - Provides supervision of any other nursing staff or unlicensed staff performing medically related procedures or services.
  - Provides supervision of all professional medical / health services in the district.
  - Provides unlicensed staff with training on student health care plans for special medical procedures: reviews certification.
  - Provides medication training for school staff who will administer medication to students; complete supervision of all medication procedures; ensures compliance with district policy and state law.
  - Provides consultation and technical assistance with unforeseen medically related issues that may arise.

### Health Assessment

- Assess the health of students within the scope of school nurse practice and initiate referrals for further diagnosis and treatment of identified health needs and provide follow-up.
- Develop individualized health care plans and/or emergency care plans for students with life-threatening, acute or chronic health conditions per Section 504 guidelines and train unlicensed staff in the care of those students as appropriate.
- Delegate, train and evaluate medication and health management procedures/treatments administered in the school setting.
- Completes health assessments to identify communicable diseases; plans and implements preventative immunization programs and programs for early detection, surveillance and reporting of contagious diseases.
- Plans and organizes mandated screenings for vision and hearing; conducts screenings and trains volunteers in screening procedures; documents screening results; prepares required annual state reports; Alerts parents concerning vision, hearing, growth and other problems detected as a result of the screening, making appropriate referrals for follow-up care.

#### Health Care Planning Implementation and Evaluation

1. Evaluates and ensures district compliance with mandated school immunization regulations; prepares annual state report; responds to directives from local Health Department, assessing staff and students at risk for communicable diseases; provides assistance with new student registration; obtains health histories and immunization records from parents; reviews records and computer reports for compliance; Enters health information on student cumulative health record and computerized data system.
2. Evaluates and interprets cumulative health data to monitor student health; identifies and reports child abuse to proper agencies; Maintains confidentiality of individual student health records (FERPA & HIPAA).
3. Collaborates, organizes and participates on interdisciplinary teams, which might include parents, school staff administration, health care professionals or community agencies involved with the care of the student; Acting as a liaison between school district and various health agencies.
4. Plans and implements school health management methods for children with chronic physical, emotional or handicapping conditions, including procedures for administering medication.
5. Develops a nursing care plan with specific goals and nursing interventions to meet the medically fragile student's needs, including physical, mental, emotional, social, cultural and educational needs. Evaluate and modify the nursing care plan at regular intervals.
6. Make home visits to facilitate family involvement in the school health care plan for the student; provides health care advice; refers families to outside agencies as needed.
7. Provides first aid care for ill and injured students.
8. Ensures all first aid supplies at the building level are available; stocks and maintains first aid kits used in school buildings; provides instruction in medical procedures for crisis intervention in the case of acute illness, injury or emotional disturbances in students.
9. Promotes a safe and healthy school environment through accident prevention programs, cleanliness and instruction in good health habits.

10. May provide for the following depending on student need; finger stick for blood glucose monitoring; administration of insulin; performs or assists student with clean intermittent catheterization; assists students with toileting or personal hygiene needs; transfers and lifts immobile students; provides seizure management; performs tube feedings; administers oxygen; attends to respiratory needs i.e. suctioning.

#### Health Education and Counseling

1. Prepares and presents health related information to classrooms, staff, parents, school board and community; answers questions concerning health topics.
2. Participates in mandatory staff in-service training, including yearly blood borne pathogens updates, and First Aid/CPR training.
3. Serves on health curriculum development committees; developing and evaluating health curriculum.
4. Maintains current health information as a resource for staff members; works with librarians and media specialists to obtain current health-related resource materials.
5. Counsels students in emotional crisis, with physical disabilities, adolescent issues, physical or sexual abuse, or with acute or chronic health concerns; assesses and identifies problems; initiates referrals to parents, school and community health resources for intervention, remediation and follow through; Interprets student health status to parents and school staff as deemed necessary.

#### Special Education Services

1. Serves on special education multi-disciplinary team (preschool - grade 12); evaluates educational needs for students requiring medical assessment; conducts parent interview to obtain health and developmental history; obtains medical diagnosis and recommendations from appropriate specialists; completes assessment screening on student; reports to Special Services Director; evaluates documentation.
2. Develops and implements the health section of the student's Individual Educational Program (I.E.P.)

#### Health Policy and Research

1. Assists administrators in formulating health policies, goals and objectives for the district. Reviews health related policies on a regular basis for medical accuracy and state compliance.
2. Coordinates and maintains district level infection control and AED program.
3. Promotes a positive learning environment recognizing the multiracial, multiethnic and multicultural population with a variety of economic backgrounds, of health beliefs and of physical and intellectual abilities.
4. Collects and reports assessment of district student health services to OSPI Educational Service District and the district. Designs and conducts research as needed toward implementing an innovative school health program.
5. Complies with Health Insurance Portability & Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA).

#### Other

1. Performs related duties as assigned.

## MINIMUM QUALIFICATIONS

### Knowledge of:

- Principles, methods, techniques, strategies, and trends in educational health services;
- Applicable health appraisal methods, techniques, and procedures;
- Social service and health service agencies in the local area;
- Social, emotional, and behavioral developmental characteristics of student clients;
- Health services program evaluation and research techniques, strategies, and procedures;
- Appropriate curriculum and instructional programs pertaining to student health education;
- Washington State health rules, regulations and nurse practice act
- Medical and educational disabilities

### Ability to:

- Assist students in effectively dealing health issues, problems, and concerns;
- Effectively work with site and District personnel, parents, social service, and youth service agencies in resolving student health problems and concerns;
- Effectively participate in the planning and implementation of health instructional processes;
- Communicate effectively in oral and written form, and as required by the assignment utilize a second language;
- Understand and carry out oral and written directions with minimal accountability controls;
- Establish and maintain effective organizational, public, and community relationships.

## EDUCATION, LICENSE, CERTIFICATION, FORMAL TRAINING

1. Valid RN license for State of Washington
2. Current Washington State Education Staff Associate (ESA) certificate in School Nursing.
3. Current first aid, CPR and AED certification.
4. Bachelor of Science in Nursing from an accredited educational institution strongly preferred.
5. Valid Washington State driver's license or equivalence of mobility
6. Experience and/or training with cultural, ethnic and language diversity preferred
7. Successful Washington State Patrol and FBI fingerprint clearance
8. I-9 eligibility
9. Completion of all district-required trainings within thirty (30) calendar days from hire date

### Desirable

Previous experience in school nursing, community/public health or pediatric nursing, and children and youth with special health care needs.

## WORKING ENVIRONMENT

Itinerant position: required to travel throughout the district to provide health services. Working conditions may include but are not limited to: a high paced environment with constant interruptions, including health room, office, classroom, playground, school grounds, and general school environments; requires a great deal of energy, flexibility, and patience to meet many and varied situations. Work space is not always constant; may be required to shift working area and to share workspace with other staff; must feel comfortable dealing with a diverse range of behaviors which may include upset or distraught students and staff; may experience any type of emergency situation; dealing with a wide range of student health problems and crisis; exposure to infectious diseases and bodily fluids; occasional attending to individual student's personal hygiene; observation of and adherence to strict health codes; work may require travel throughout the district in inclement weather; frequently required to wear protective clothing; may be required to perform medical treatments in a classroom setting; required to supervise unlicensed staff in multiple buildings.

## REPORTING RELATIONSHIPS

Reports to Special Services Director. Receives direction from Building Administrators.

## EVALUATION

The Special Services Director, pursuant to the currently established district procedures and evaluation criteria, shall evaluate the School Nurse annually. The process shall include an evaluation of the employee's performance of the above essential job functions.