

WASHINGTON SCHOOL DISTRICT JOB DESCRIPTION

SCHOOL NURSE

Title: School Nurse

Qualifications:

- Registered Nurse (RN) required, BSN Preferred
- CPR/First Aid/AED Certification for the healthcare provider
- Successful experience as a school nurse desired
- Demonstrate medical knowledge and skill in nursing techniques
- Successful experience working with youth health issues desired
- Hold or ability to obtain certification of the following National Incident Management Training within 30 days of hire (IS-00100.SCa, IS-00200.b, IS-00700.a)

Reports To: Building Principal

Job Goal: School nursing is a specialized practice of professional nursing that advances the well-being, academic success and life-long achievement and health of students. To that end, school nurses facilitate positive student responses to normal development; promote health and safety including a healthy environment; intervene with actual and potential health problems; provide case management services; and actively collaborate with others to build student and family capacity for adaptation, self-management, self-advocacy and learning (NASN, 2010).

The school nurse functions in accordance with the New Hampshire Nurse Practice Act, Code of Ethics for Registered Nurses and the school district's policies and procedures.

Performance Responsibilities:

Program Management

1. The School nurse manages time effectively and provides services in a timely manner.
 - a. Demonstrates effective time management and flexibility to allow for health care and assessment, clerical duties and direct consultative services with students, families and staff.
 - b. Completes/submits reports in a timely manner.
 - c. Uses time to best advantage, manages scheduling effectively and follows tasks to completion.
2. The School Nurse assists in planning, developing, implementing and/or following up on interventions, programs and/or services to students.
 - a. Participates in the planning and implementation of the school health program (health services, health education and school environment).
 - b. Knows and follows applicable local, state and federal policies and regulations.
 - c. Keeps abreast of changes in policies, procedures and regulations.
3. The School Nurse effectively manages resources (e.g. personnel, fiscal and material).
 - a. Develops and maintains a current list of community resources/agencies.
 - b. Ensures proper maintenance/care of clinic equipment and supplies.
 - c. Is accountable for materials and supplies.
 - d. Assists in planning the annual budget for building health office; recommends facilities, equipment and materials needed.
4. The School Nurse maintains accurate, complete and timely records as required by law, district policy and administrative directions.
 - a. Organizes/uses an efficient data collection/record keeping system.

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- b. Maintains health clinic records in accordance with professional standards (e.g. student visits, referrals, incident reports).
- c. Writes/maintains individual health care plans.
- d. Is accountable for student records.

Direct Services and Instruction

1. The School Nurse demonstrates current, accurate and comprehensive knowledge consistent with the profession.
 - a. Ensures first aid and emergency care for various types of traumatic wound, injuries and/or illnesses.
 - b. Provides the following health services for all students;
 - i. Reviews records
 - ii. Performs health appraisals
 - iii. Maintains and runs screening programs
 - iv. Offers health counseling
 - v. Is up to date on communicable disease control procedures
 - vi. Identifies current and potential health problems
 - c. Demonstrates a clear understanding of school health services, school nursing practice and the school nurse's role within the educational system.
 - d. Contributes to the education of students with special health needs by assessing the client, planning and administering appropriate nursing care and evaluating the outcome of care.
2. The School Nurse interprets policies, programs and procedures related to the delivery of services.
 - a. Cooperates with the school staff in establishing and implementing policies and procedures for providing medically approved first aid and emergency care for illness and/or injury occurring while the student is under the jurisdiction of the school.
 - b. Works with school administrators, district nurse and families to enforce specific immunization needs of students.
 - c. Administers prescribed medications/treatments to students in compliance with policy.
 - d. Facilitates the handling of physician's reasons for modified participation or non-participation in physical education classes.
 - e. Notifies parents and places student under care of parent or hospital as designated on emergency card.
3. The School Nurse seeks, elects and uses resources compatible with student/program needs.
 - a. Uses current resources, research and approaches that are consistent with standard practice and program needs.
 - b. Uses clinic equipment effectively.
 - c. Selects, procures and organizes clinic supplies and materials.
 - d. Maintains a current copy of Material Safety Data Sheets (MSDS) in the clinic.
4. The School Nurse uses a variety of strategies or approaches to meet the needs of students.
 - a. Serves as an advocate for student/family emotional and physical well-being.
 - b. Offers counseling/suggests strategies to meet student needs and to support student achievement.
 - c. Recommends instructional accommodations for students.

Assessment

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1. The School Nurse assesses and documents attainment of program objective(s).
 - a. Assesses health problems through observations, interviews, examinations, tests and analysis of records to formulate a nursing diagnosis.
 - b. Facilitates the use of assessment data for student program planning.
 - c. Conducts appropriate health assessment procedures and documents findings.
2. The School Nurse demonstrates proficiency in administering, scoring/evaluating and interpreting data from instruments or records.
 - a. Obtains health and medical data for students and interprets information.
 - b. Integrates data from a variety of techniques and sources.
 - c. Makes meaningful/relevant nursing diagnoses, plans appropriate results, anticipates expected outcomes and evaluates results.
3. The School Nurse uses assessment information for decision making.
 - a. Uses data to modify assessment strategies/interventions.
 - b. Uses assessment information to make health-related decisions.
 - c. Determines if students meet state health examination and immunization requirements.
4. The School Nurse uses evaluation to improve the delivery of services.
 - a. Uses a variety of methods to determine the effectiveness of services provided.
 - b. Screens classrooms and individual students in order to identify student health needs and problems.
 - c. Obtains health and medical histories of students and interprets information on a “need to know” basis.

Collaboration

1. The School Nurse consults with students, families, school staff and District Nurse to assist in meeting the needs of students.
 - a. Serves as a resource for families regarding the health needs of children.
 - b. Considers/recommends parent requests for accommodations and pursues an advocacy role for student and family when appropriate.
 - c. Assists families/staff in finding available health resources.
 - d. Provides resources for programs/workshops for parents/school personnel when appropriate.
2. The School Nurse seeks input from school personnel concerning functioning of school programs.
 - a. Collaborates with school staff and other service providers to reach educational/health related decisions in the best interest of the child.
 - b. Serves on school-based committees and/or attends meetings/conferences when requested.
 - c. Provides assistance to teacher/teams in planning educational strategies for special needs students.
3. The School Nurse serves as a liaison between the school and relevant community services and/or agencies to facilitate services.
 - a. Establishes/maintains collaborative relationships with other service providers to facilitate program integration.
 - b. Works with community agencies for effective use of their resources and facilities.
 - c. Promotes/participates in community health activities/groups as a representative of the school.
 - d. Communicates with community health professionals regarding student/family health and interventions.

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4. The School Nurse uses effective communication techniques.
 - a. Initiates communication with parents, school personnel and community agencies when appropriate.
 - b. Responds promptly to student, family and staff concerns.
 - c. Informs and involves students and parents in self-care program.
 - d. Uses effective written, verbal and nonverbal communication skills.

Professionalism

1. The School Nurse adheres to professional, legal and ethical standards.
 - a. Demonstrates good character/integrity, assumes responsibility for personal actions and maintains a professional appearance.
 - b. Upholds professional standards of the National Association of School Nurses.
 - c. Maintains confidentiality in the delivery of health services to the school community in accordance with professional standards.
 - d. Represents the department/office/school favorably in the school/district/community.
2. The School Nurse demonstrates professional growth through participating in meaningful and continuous process of professional development.
 - a. Participates in workshops, seminars and continuing education courses of professional nursing, health and education as appropriate for the work assignment.
 - b. Maintains proper licensure and certification.
 - c. Uses self-evaluation to identify personal growth strengths and weaknesses.
 - d. Continues to pursue educational studies to explore and apply knowledge about new or improved techniques and strategies.
 - e. Trains others/shares professional perspectives and knowledge through publications/presentations.
 - f. Contributes to the professional development of others through sharing of expertise (e.g. supervising student nurses).
3. The School Nurse fosters an organized and positive environment.
 - a. Promotes quality of care.
 - b. Ensures clean, safe, organized and appropriate environment for working with students.
 - c. Promotes practices that help students and families of all backgrounds and/or with special health concerns feel welcome and appreciated in the school community.
 - d. Enforces rules of conduct/standards of acceptable behavior.
4. The School Nurse will serve as a member of the building Emergency Management Team.

Community Public Health

1. The School Nurse is grounded in community/public health
 - a. The School Nurse focuses on community health promotion and disease prevention at the building and district level.
 - b. The School Nurse monitors and collects data on community health trends and collaborates with State and local health organizations to promote a healthy school environment.
 - c. The School Nurse provides health education that promotes physical and mental health which enhances building wellness and enhances school performance.

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Supervises: N/A

Working Environment:

While performing the duties of this job, the employee will constantly bend neck and back, use hands for repetitive grasping and pushing/pulling. The employee is frequently required to stand/walk, squat, kneel, use hands for fine manipulation. The work requires some physical exertion such as long periods of standing; recurring bending, crouching, stooping, stretching, reaching or similar activities; recurring lifting of moderately heavy items such as books. Potentially exposed to ordinary infectious diseases as carried by students; exposed to student noise levels. Required to work outdoors in inclement weather; required to stand for prolonged periods.

Evaluation: Annually per contract

Contract: Annual