



Position Description

Multi-Disability Nurse

Salary Level: Based on Teacher's Contract

Prepared Date: August 22, 2017

Contract/Benefits: Based on Teacher's Contract

*Prepared by: Dr. Kimberly Brannan,
Assistant Director of Health Services*

Department or Area: Special Education

*Approved By: Elizabeth Kelly, Interim
Executive Director, Human Resources*

*Reports To: Director of Special Education & Assistant Director
of Health Services*

Qualifications:

1. Consistent record of satisfactory work performance, including experience as an RN or LPN in a school or home care setting.
2. Valid Registered Nurse (RN) or Licensed Practical Nurse (LPN) license from the state of Pennsylvania.
3. Current Cardio Pulmonary Resuscitation (CPR), Epi-pen and Narcan certifications.
4. Experience in pediatric care with ventilator certification and knowledge of programs and services for children with disabilities. Experience in special education classroom setting is desirable.
5. Professionalism in communicating and interacting with children, staff members, school personnel, parents, and community members.
6. Satisfactory Criminal History and Child Abuse clearances (Acts 34, 114, and 151).
7. Additional or alternatives to the above qualifications as determined to be appropriate.

Summary

The Multi-Disability School nurse works with student(s) with multiple disabilities, and facilitates the students' educational experience by modifying or removing health-related barriers to learning for the students for whom they provide care during the school day. The MDS nurse is responsible for the appropriate assessment, planning, intervention, evaluation and management of the student's daily needs at school. The MDS nurse consults with the assigned certified school nurse and serves as a link between physicians, families and community based agencies to assure access to and continuity of health care for the students under care during the school day. The MDS nurse must adhere to established and accepted professional standards, including the requirements of Pennsylvania's Nurse Practice Act, all other state and local statutes and regulations applicable to nursing practice; and to ASD policies, administrative regulations and other directives.

Essential Duties and Responsibilities

1. Assess and provide for critical and basic needs of students with life threatening medical conditions requiring continuous physical assessment, nursing treatments and administration of medication.
2. Attend to the physical needs of students, including repositioning and moving students as needed and attending to their personal hygiene needs.

3. Provide invasive care within the scope of nursing practice, including catheterization, rectal administration of diazepam, g-tube feedings, tracheostomy and ventilator care.
4. Ability to work with specialized medical equipment used by student(s) to determine that equipment is functioning properly.
5. Document care administered to student as part of the student care plan.
6. Collect and maintain health care as well as educational data for assigned students.
7. Facilitates collaboration and communication between interdisciplinary team members to meet student goals.
8. Supervise student and report student progress to teacher.
9. Provide positive behavior management support, consistent with requirements of individualized education plan (IEP).
10. Provide student medical status report to the Certified School Nurse (CSN).
11. Assist special education teacher, consistent with goals of IEP, in lesson plan preparation, one-on-one small group instruction, classroom management, student observation and assessment and communication with staff.
12. Other duties as assigned.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Interpersonal Skills

Manages difficult or emotional parent situations judiciously; Responds to parent requests for service and assistance; Meets commitments made to parents; Maintains confidentiality; Listens to others without interrupting; Shows reasonable control of personal emotions; Exhibits objectivity and openness to the views of others; Speaks clearly and persuasively in positive or negative situations; Listens and solicits clarification; Responds appropriately to questions; Demonstrates group presentation skills; Writes clearly and effectively; Edits work for spelling and grammar; Varies writing style to meet needs of the audience; Balances team and individual responsibilities; Gives and welcomes feedback; Contributes to building positive morale; Puts success of faculty and staff above own interests and recognition.

Organizational Skills

Works within approved budget; Conserves district/school resources; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Follows policies and procedures; Completes administrative tasks and reports correctly and on time; Develops strategies to achieve district/school goals; Understands district/school's strengths & weaknesses; Aligns work with strategic goals.

Personal Competencies

Displays willingness to make decisions; Exhibits sound and accurate judgment; Includes appropriate people in decision-making process; Makes timely decisions; Treats people with respect; Keeps commitments; Inspires the trust of others; Works ethically and with integrity; Sets and achieves challenging personal goals; Demonstrates persistence and overcomes obstacles; Measures self against

standard of excellence; Takes calculated risks to accomplish goals; Prioritizes and plans work activities; Uses time efficiently; Treats others with respect regardless of their status or position; Accepts responsibility for own actions; Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies supervisor feedback to improve performance; Monitors own work to ensure quality; Follows instructions, responds to supervisory direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan; Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Physical Demands

The physical demands described here are representative of those that must be met by a person to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the person is regularly required to talk or hear. The person is frequently required to walk, climb stairs, bend, and lift. The person is required to use hands and fingers or handle documents, telephone, and dispense medicines. The person is occasionally required to stand; sit and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Evaluation

The person filling this position will be evaluated according to the evaluation procedure adopted by the Allentown School District.

Reviewed and read by: _____ Date: _____
Individual serving in this position