Job Description

Blue Valley School District

Itinerant School Nurse

Purpose Statement

The job of Itinerant School Nurse is done for the purpose/s of providing support to the Health Services (Nursing) department throughout the district at the direction of the District Coordinating Nurse. The position serves as a Licensed Personnel. Specific responsibilities include, but are not limited to, administering first aid and dispensing prescribed medications and ordered treatments; coordinating with other personnel in supporting students with special needs; documenting activities in accordance with established guidelines; conduct and assist in health screenings; and clerical/data entry/record keeping duties as assigned.

Essential Functions

- Advises school nurses and/or assign administrators of observations involving students' safety, abuse (e.g., physical, sexual, drug) and other health related issues for the purpose of assisting in identifying problems and complying with legal requirements.
- Assists with District screenings (e.g., vision, hearing, dental, etc.) for the purpose of assisting in the delivery of school health services in compliance with established guidelines.
- Attends meetings, workshops and seminars as needed for the purpose of maintaining/improving performance.
- Communicates verbally and/or in writing in an accepting, non-confrontational manner regarding health information and instruction while maintaining confidentiality for the purpose of effective care delivery, and positive and therapeutic relationships.
- Delivers care in the absence of the school nurse for the purpose of maintaining continuity of care.
- Delivers care for ill and injured students and staff including, administration of first aid, medication, activities of daily living, and specialized medical treatments (e.g., oral suctioning, catheterization, gastric tube feedings, etc.) for the purpose of providing appropriate care.
- Demonstrates the ability to work well with school nurses for the purpose of maintaining effective team relationships.
- Demonstrates effective organizational skills, initiative, and self-motivation for the purpose of achieving departmental goals.
- Maintains inventory of medications and office supplies for the health room for the purpose of ensuring operational effectiveness.
- Maintains a clean work environment for the purpose of safety and disease prevention.
- Monitors students and/or staff referred to the health room for the purpose of ensuring their safety and knowing when a referral to the school nurse is needed.
- Performs record keeping and clerical functions (e.g. documentation of care, immunization records, communicable disease reports, quarterly and annual reports, answering calls, copying, faxing, filing, data entry, Time and Effort/Medicaid/Health Room Utilization reports, etc.) for the purpose of supporting health services activities and to provide information required by regulatory requirements.

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 tasks with a need to occasionally upgrade skills to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include administering first aid/CPR/AED; handling body fluids and waste materials with appropriate precautions; vision and hearing screening; operating standard office equipment including pertinent software applications; and preparing and

maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include emergency first aid/CPR/AED; medication administration; specialized medical treatment procedures; hearing and vision screening; crisis/safety practices and procedures; understanding of basic Kansas delegation regulations; and health care delivery standards and reporting procedures.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include prompt, accurate delivery of care and documentation: maintaining confidentiality; being sensitive to and communicating with adolescents and parents regarding a variety health needs; adapting to changing work priorities and environments; attention to detail; organizational skills; taking initiative; and displaying tact and courtesy.

Responsibility

Responsibilities include working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. There are some opportunities to affect 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, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. The job requires 30% sitting, 35% walking, 35% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience: Job-related experience is required.

Education: Bachelor of Science in Nursing degree or related field

Required Testing Certificates and Licenses
Kansas RN License
Current CPR Certification (Adult/Child/Infant)
AED Certification
First Aid Certification

Continuing Educ./Training

Clearance
Criminal Justice Fingerprint/Background
Kansas Certification of Health

FLSA Status	Approval Date	Salary Grade
Exempt		