

CLEVELAND INDEPENDENT SCHOOL DISTRICT

Job Description

316 EAST DALLAS STREET | CLEVELAND, TEXAS 77327 | WWW.CLEVELANDISD.ORG | 281.592.8717

TITLE:	Registered Nurse - Itinerant	STATUS:	Exempt
REPORTS TO:	Campus Principal	TERMS:	180 Days
DEPARTMENT:	Assigned Campus	PAY GRADE:	TCH Payscale

PRIMARY FUNCTION

Provide professional nursing services to multiple campuses within the district. The Itinerant RN promotes health, wellness, and safety by managing student health needs, assisting with medical emergencies, training staff on health-related procedures, and ensuring compliance with state and district health regulations.

QUALIFICATIONS

Education/Certification:

Graduate of an accredited professional nursing education program

Valid registered nurse license (RN) from the Texas Board of Nursing or from a state participating in the Nursing Licensure Compact (NLC)

Current automatic external defibrillator (AED) and cardiopulmonary resuscitation (CPR) certificates

Special Knowledge/Skills:

Knowledge of health appraisal to identify student health defects

Ability to implement policies and procedures

Knowledge of basic first aid

Proficient keyboarding and file maintenance skills

Ability to write routine reports and correspondence

Strong organizational, communication, and interpersonal skills

Ability to comply with federal guidelines (FERPA) regarding confidentiality of a student's health/education record

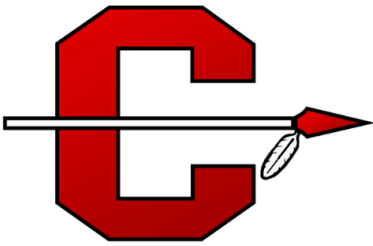
Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

Experience:

2 years nursing experience preferred

EVALUATION

Performance will be evaluated annually in accordance with provision of the Board's policy on evaluation of personnel.



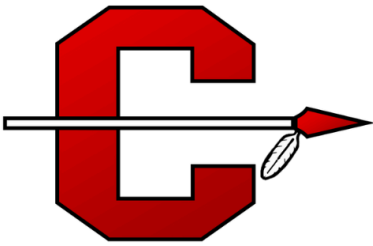
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ESSENTIAL JOB FUNCTIONS:

1. Serve multiple campuses on a rotating or as-needed basis, providing coverage when campus nurses are absent or when additional support is required.
2. Provide direct care using professional assessment skills, the nursing process, individualized healthcare plans (IHPs), and established school health protocols. Provide health counseling and instruction to individual students.
3. Assess student problems, communicate with parents regarding individual students, and ensure appropriate referrals and follow up as needed. Serve as a liaison between school personnel, the family, healthcare professionals, and the community.
4. Notify parents of accidents or illness. Secure emergency medical care for students as needed.
5. Develop and implement individualized healthcare plans (IHPs) and evaluate outcomes of skilled and direct nursing care and procedures for medically fragile students to ensure safe integration of the student into the school environment.
6. Serve as a health advocate for students.
7. Ensure that medications are administered to students according to district policy and procedures.
8. Establish and implement effective procedures for carrying out mandatory screening programs.
9. May make home visits to help with student health problems as necessary.
10. Participate in development of campus health education curriculum, educate faculty and staff as needed on health-related topics, and provide health education to individuals and groups including contributing to campus communications to parents and the local community regarding health issues.
11. Collaborate closely with campus principal and other staff and provide leadership to ensure a healthy school environment. Work to meet the health needs of the general school population and those students with identified health conditions.
12. Participate in Admission, Review, and Dismissal Committee (ARD) meetings of students with identified health needs and develop Individual Health Plans (IHPs). Work with district personnel regarding implementation of IEP goals and services.
13. Advise campus administration in crisis or emergency situations and participate in assessment and reporting of suspected child abuse.
14. Work with Lead Nurse to develop and coordinate continuing evaluation of campus health program and make changes based on findings. Develop and recommend campus policies and procedures to promote the health and wellness of students and staff.
15. Supervise, train, and participate in evaluating LVNs and other staff with responsibility for assisting students with health needs to who the school nurse has delegated tasks.
16. Coordinate and deliver training for school employees acting as unlicensed diabetes care assistants evaluating unlicensed diabetes care assistants.
17. Compile, maintain, and file all reports, records, and other documents required, including clinic records and accurate and confidential student health records such as immunization records, medication administration records, individual student treatment records, and IHPs.
18. Requisition supplies and equipment needed to maintain clinic inventory.



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19. Comply with policies established by federal and state laws, Texas Department of Health rule, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations.
20. Report potential health and safety hazards to principal.
21. Follow district safety protocols and emergency procedures.
22. Maintain professional nursing skills and knowledge as required by the Texas Nurse Practice Act and the Texas Board of Nursing including certification for mandated screenings and Basic Life Support for Healthcare providers (CPR/AED).
23. Maintain confidentiality.
24. Reliable attendance and punctuality.
25. Follow district safety protocols and emergency procedures.
26. Participate in staff development activities to improve job-related skills.
27. Comply with state, district, and school regulations and policies.
28. Attend and participate in faculty meetings and serve on staff committees as required.
29. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
30. Perform other duties as assigned by supervisor and the Superintendent of Schools.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard medical clinic equipment including automated external defibrillator (AED); special needs adaptive equipment; standard office equipment including computer and peripherals

Motion: Frequent walking, grasping/squeezing, wrist flexion/extension

Posture: Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing pulling, and twisting

Lifting: Frequent light lifting and carrying (less than 15 pounds); may require regular heavy lifting (45 pounds or more) and position of students with physical disabilities; controlling behavior through physical restraint, assisting non ambulatory students

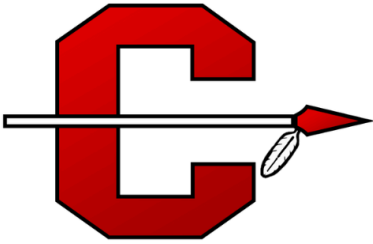
Environment: Exposure to biological hazards, bacteria, and communicable diseases

Mental Demands: Maintain emotional control under stress.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

Special Funding: If my position is funded by grants, federal funding, or other special funding, I understand that my employment is expressly conditioned on the availability of full funding for the position. If full funding becomes unavailable my employment is subject to termination or non-renewal, as applicable.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed to the job description are representative of the knowledge, skills, ability, and physical



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demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Employee Signature

Date