

AURORA WEST SCHOOL DISTRICT REGISTERED NURSE - JOB DESCRIPTION

POSITION TITLE: REGISTERED NURSE

STAFF MEMBER TO REPORTS TO: CERTIFIED SCHOOL NURSE,
CERTIFIED SCHOOL NURSE LEAD,
BUILDING PRINCIPAL, EXECUTIVE DIRECTOR
OF STUDENT AND FAMILY SERVICES

I. GENERAL RESPONSIBILITIES AND SCOPE OF POSITION:

Provide school health and nursing services to student; conducts health histories and advises special education teams and teachers on students' health needs; oversees health records; assists in the development of accommodations for students with health issues; liaison to public health department and other medical professionals.

II. DELIVERY OF SERVICE:

1. Provides direct professional nursing services, including, but not limited to: the administration of medication, first aid, assisting the sick, and responding to emergencies. Using knowledge of health issues and assessment skills to determine appropriate interventions in accordance with professional nursing standards, district policy and procedures, and state and local mandates. Takes and records temperatures of children when indicated. Stays with and comforts sick or injured children until the parent or guardian arrives.
2. Completes accident/incident reports for students and staff.
3. Keeps a complete, daily, electronic log of all student visits to health office, student injuries and illness. Initiates contact with and act as liaison between home and school to enhance the health and wellness of the school community.
4. Is aware and follows Illinois Department of Public Health rules and regulations regarding communicable disease policies. Notifies District Certified School Nurse, building administrators, teachers, other school personnel, and parents/guardians to enhance cooperative action to meet the health and safety needs of students and staff.
5. Evaluates and maintains cumulative student health records for compliance and follows Illinois Department of Public Health rules and regulations for immunizations, physical examinations, sports physicals, dental and eye

examinations. Enters accurate data into the district's electronic record system for mandated state reports. Excludes students from school who do not meet the mandated requirements, following consultation with the Certified School Nurse and building principal.

6. Administers and electronically records students' daily medication intake.
7. Assists with preparation for screening programs according to district procedures. Records all screening results in the Cumulative Health Record.
8. Assists the Certified School Nurse in clinics and other health programs within the school, (i.e. kindergarten registration, preschool vision and hearing screenings, etc.).
9. Attends meetings during scheduled working day.
10. Completes student health histories as part of the special education evaluation process. Submits all health histories to the assigned Certified School Nurse for approval.
11. Develops health care plans when students need special physical health care procedures provided at school.
12. Participates in special education IEP meetings, Section 504 meetings, and annual reviews as appropriate.
13. Reports monthly communicable disease summary in compliance with district procedures.
14. Assesses supply needs and keeps an on-going list in preparation for ordering.
15. Maintains a sanitary and orderly Health Office environment.
16. Assists with procedures of special-needs students as an "as needed" basis after receiving proper training and servicing through required ISBE course (this is a condition of employment).
17. Acts as a liaison between the home, school, county health agencies, and other medical staff.
18. Other tasks or duties as assigned.

III. PROFESSIONALISM:

1. Works cooperatively with others

- Is courteous to other staff members
- Respects other staff members and is respected in return
- Respects students and is respected in return
- Is a positive role model for students
- Works cooperatively with administrators, consultants, community members and other teachers
- Views people in terms of their basic humanity, not their race, cleanliness or background
- Provides feedback to and effectively communicates with students, parents and other medical professionals.

2. Performs professional responsibilities

- Follows Board of Education, district, and building guidelines and procedures.
- Participates in developing and supports building goal.
- Maintains a satisfactory record of attendance.
- Maintains teacher work hours.
- Arrives on time for meetings and other scheduled activities.
- Completes assigned tasks on schedule.
- Manages routine business and record keeping efficiently.
- Regularly establishes own professional development goals.
- Shares materials, resources, and ideas with colleagues.
- Exhibits a positive attitude and refrains from non-constructive discussions or derogatory criticisms of students, parents, colleagues, and the school district in general.
- Maintains confidentiality concerning information about students and their families.
- Serves as a student and parent advocate.
- Contributes to the maintenance of a building climate that is conducive to learning.
- Participates in professional organizations

IV. KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Medication effects and proper administration procedures
- Proper operation of specialized health assessment instruments
- Modern medical terminology, equipment, and techniques

- Accepted methods and principals of personal hygiene
- Diagnostic methods of medical conditions and diseases
- Accepted testing techniques for hearing, vision, scoliosis and other screenings
- Oral and written communication skills
- Interpersonal skills
- Health and safety regulations
- Record-keeping and report preparation techniques
 - Basic computer programs
- First aid, CPR, and AED procedures

ABILITY TO:

- Provide school health and nursing services to students
- Serve as a health resource to students, school personnel, and the community
- Screen students for vision, hearing, and other problems
- Train and provide health information to parents, students, and staff
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Learn organizational operations, policies, and objectives
- Plan and organize work
- Analyze situations accurately and adopt an effective course of action
- Observe health and safety regulations
- Administer first aid, CPR, and AED
- Maintain records and prepare reports
- Operation standard office equipment, including a computer
- Ability to work independently

V. EDUCATION, EXPERIENCE, LICENSES AND OTHER REQUIREMENTS:

- Registered Nurse with current Illinois license in good standing
- Valid American Red Cross Community CPR and Standard First Aid Instructor certificate
- Valid Certificate for AED
- ISBE Designation for IEP Meetings

VI. WORKING CONDITIONS:

ENVIRONMENT:

- Health office environment
- Sub to emergency situation

VII. PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate specialized medical equipment
- Sitting or standing for extended periods of time
- Bending at the waist, kneeling, or crouching to assist students
- Hearing and speaking to exchange information
- Seeing to read a variety of materials and to monitor students
- Lifting and moving students as assigned by position
- Toileting and position students

HAZARDS:

- Contact with blood and other body fluids
- Potential for contact with blood borne pathogens and communicable diseases