



## DOWNINGTOWN AREA SCHOOL DISTRICT POSITION DESCRIPTION

**TITLE:** Health Room Nurse

**DATE:** January 2015

**DEPARTMENT/GROUP:** Teamsters – Student Day

**LOCATION:** School Buildings

**REPORTS TO:** Principal

**FLSA:** Non-exempt

**JOB SUMMARY:** Provides health care services to students, employees, and teachers.

**ESSENTIAL FUNCTIONS:** *Employee must have the ability to perform the following essential functions on a timely basis with or without reasonable accommodations.*

1. Provides medical care: administers student care prescribed in standing orders; provides first aid care for accidental injuries; handles life-threatening emergency situations following standard procedures and/or established practices in absence of CSN, i.e. allergic reactions to bee stings, diabetic coma, seizures; assesses and reports medical illness and injury to CSN, parents, and classroom teacher; checks for contagious diseases; administers medication to students following district procedure; handles students' diabetes care; evaluates peak flow assessment and provides nebulizer treatment when prescribed by physician.
2. Performs clerical duties in support of health care services: fills out accident reports; prepares health record for new students and maintains a health record for each student; maintains effective health room schedule; sends, collects, and files physical examinations and emergency cards; maintains record of three consecutive days illness and report reason for absence to teacher; copies, files, and preserves the confidentiality of health care records; answers incoming telephone calls in a friendly, pleasant manner; maintains computerized daily journal of treatments and activities; updates computer records of health problems and new medications; compiles class trip medical information forms; works under the direction of CSN and completes other tasks as assigned by CSN
3. Reviews and discusses daily journal with CSN and is familiar with and updates medical problems list
4. Maintains a clean health care environment; restocks supplies; changes solution in thermometer holder weekly; disposes of sharps and hazardous waste materials per District and OSHM guidelines
5. Assists with screening programs as directed by nurse: physicals, hearing tests, eye examinations
6. Counsels students on health and hygiene; assists guidance counselors and Crisis Intervention Team on an as-needed basis
7. Cooperates with District dental hygienist in distributing dental forms and collecting referral information and assists students referred to Dental Clinic to connect with transportation to appointments
8. Completes staff development on an annual basis as required by the district or state mandates
9. Supports transition services to neuro divergent students, (16-21) with medical needs, through community-based activities to develop independent living skills, employability skills, job skills, employment opportunities as well as other community participation experiences

*This position description does not express or imply that these are the only duties to be performed by the incumbent(s) in this position. Employee(s) will be required to complete other job-related duties requested by the supervisor.*

**ADDITIONAL FUNCTIONS:** *In addition to the foregoing essential job functions, the employee is required to perform the following additional duties, unless such a duty cannot be performed with or without reasonable accommodation.*

1. Other duties as may be assigned.

**QUALIFICATIONS:** *To successfully perform this position, a person must be able to perform each primary duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skills, and/or ability necessary.*

1. LPN or RN, current state license
2. Accurate record keeping skills
3. Excellent communication and interpersonal skills
4. Good clerical skills, including basic office computer skills
5. Attains and maintains current CPR/First Aid certification
6. Working knowledge of health care service and/or experience in health care field beneficial
7. Required to handle medical supplies and is subject to infectious diseases

8. Proficiency in the use of technology for individual and system management, communication, and research
9. Must successfully complete and maintain compliance with all federal and state background and criminal record check requirements
10. Candidate must adhere to all local, state, federal, and school code requirements for employment

**PHYSICAL REQUIREMENTS:** *The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- A. While performing the duties of this job, the employee is required to maintain a stationary position and move about to access file cabinets, office equipment, etc.
- B. The employee is frequently required to communicate to provide accurate information to others and to obtain and follow directions.
- C. The position requires the employee to constantly operate a computer and other office equipment such as a copy machine, fax, and printer.
- D. Ability to lift and/or exert up to 20 lbs. of force occasionally to move objects.
- E. This job requires the ability to observe, inspect, identify and determine accuracy of written documentation and fine details.
- F. The position requires meeting deadlines with severe time constraints, interacting with staff and the public, and occasional irregular or extended work hours.
- G. The noise level in the work environment is usually moderate to loud.
- H. During busy time the position may be demanding and require changes to scheduled duties or priorities.
- I. The employee is frequently required to interact with the public and other staff.
- J. Constantly required to demonstrate good judgment and safety.
- K. Ability to make decisions in accordance with established procedures and policies.

**NOTICES:**

1. Performances of this position will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Personnel.
2. The School District retains the right to change this job description at any time for any reason, with or without advance notice.
3. The School District retains the right to assign such additional duties as may be necessary for the efficient or effective operation of the School District.
4. The School District retains the right to change the qualifications for the job.
5. The School District retains the right to waive the necessity for any applicant or employee to have all required qualifications.

I have read and understand the expectations contained in this position description.

Position Holder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

A copy of this form may be obtained in the Human Resources Department.

The Downingtown Area School District is an equal opportunity employment, educational, and service organization.