

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: COORDINATOR - NURSING**

#### **GENERAL STATEMENT OF JOB**

Under general supervision, performs supervisory, administrative, and leadership duties for EC students who meet eligibility requirements according to document IEP/ 504. Periodically reports updates, status, and changes regarding medical needs of students to EC Director of Elementary Support, and the Director of Secondary Support. Work involves supervision of supplemental healthcare personnel, and management of contractual agreement of home health care agencies for compliance with the Guilford County School (GCS) district. Collaborates with Public/School Health Nurses in determining the level of care needed in specialized individual cases. Employees may be required to perform medical functions such as: administering medications, catheterizations, etc. Work also involves providing training to teachers in first aid, emergency care and specific treatments; assisting and advising schoolteachers, staff and students' parents in matters pertaining to the health of students receiving supplemental healthcare services. Liaison between the school and private medical professionals, clinics, and human services agencies. Employees are exposed to the normal hazards of emergency medical work, including risk of exposure to infectious diseases. The nurse is expected to function within the scope of the Nurse Practice Act and Guilford County Schools policies/procedures. Reports to Director of Health Services and Nursing.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Under the supervision of the Director of Health Services and Nursing, employee is responsible for interpreting changes to the North Carolina Curriculum regarding health education, informing teachers and principals of the implications of those changes, and ensuring that instruction is aligned with curriculum goals.

Responds to emergency medical situations of students and performs necessary medical work in accordance with established protocols for Basic Life Support and administers necessary emergency medical care.

May perform any of the following procedures if allowed by the Guilford County Board of Education and/or State Board of Education, and in accordance with the North Carolina Nurse Practice Act:

- patient assessment
- basic life support techniques in accordance with the American Heart Association or American Red Cross including airway management and cardiopulmonary resuscitation

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- oxygen administration
- hemolThage control
- treatment for shock
- bandaging and dressing soft tissue injuries
- splinting fractures and dislocations
- treatment of injuries to the head, face, eye, neck, and spine
- treatment of injuries to the chest, abdomen and genitalia
- provision of basic life support for medical injuries
- emergency treatment of injuries as a result of exposure to heat and cold
- treatment of burns
- lifting and moving patients for transfer to a medical facility
- extrication of patients from confined areas.

Assigns, directs, and supervises activities of supplemental healthcare personnel, ensuring adherence to established medical protocols, policies, and procedures.

Assists and advises supplemental staff, as necessary, resolving problems as non-routine situations arise.

Monitors supplemental agency staff care of student at school level, in coordination with School Nurse.

Makes monthly (or more frequent) rounds on all students receiving supplemental care at their school to assess students and review care/ documentation of care.

Coordinates substitute caregivers with agency. Receives notification and maintains documentation of supplemental staff absences. Notifies parents and schools as needed.

Provides EC student updates and notifications to the Director of Health Services and Nursing about students and agency staff.

Collaborates with EC Services to make supplemental staff assignments regarding student orders/needs.

Maintains data and input for evaluating agency staff effectiveness.

Assists in facilitating resolution of parental concerns related to student's care delivered by supplemental healthcare staff.

Consults with medical providers. i.e., MDs, PAs, and NPs for new orders at the beginning of each school year, and/ or as student needs arise. Receives orders each school year; provides input to Director of Health Services and Nursing and EC Services to determine level of care and assignment for school year.

Reviews medical orders for clarification of orders for students receiving supplemental health

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care services.

Attends IEP/504 meetings for students with supplemental staff to ensure compliance in language and fidelity in service.

Attends eligibility meetings for incoming Pre- k or external transitions

Assist school administrators to recruit supplemental staff for field trips and overnight trips.

Provides input and collaborates with EC Services on orders/forms used in schools to document care for students.

Monitors student binders/records at each school for compliance in nursing practice and GCS policy.

Performs orientation presentations to incoming supplemental healthcare personnel at the beginning of each school year, and as needed for newly assigned supplemental healthcare personnel throughout the school year.

Review invoices submitted by contracted agencies for accuracy of date, staff, each month

Serves as primary liaison between school and private medical professionals and clinics, human services agencies and other institutions or agencies providing services to students and/or their families.

Consults with medical professionals and others, as appropriate, of students' medical histories, incidents, treatments, etc., and provides records, as appropriate.

Prepares and maintains comprehensive notes, records and reports of medical evaluations, emergency incidents, treatments, consultations, etc., to document students' medical histories, nursing activities, treatment provided, etc.

Attends seminars, conferences, workshops, classes, lectures, etc., as appropriate, to enhance and maintain knowledge of trends and developments in the field of nursing, with emphasis on care of students with special needs; reviews professional journals, attends association and professional meetings, and otherwise maintains contacts with nursing and medical professionals to facilitate exchange of information.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in nursing, and 3 to 5 years of professional nursing experience, including knowledge of potential health problems of school-age and adolescent children, both healthy

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and those with chronic conditions and handicapping conditions; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be able to operate a variety of equipment including computers, nebulizers, adding machines, blood pressure machines, oxygen tanks, suction machines, feeding pumps, etc. Must be able to lift to 50 pounds of force occasionally and/or 20 pounds of force frequently, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Due to the amount of time spent standing and/or walking, physical requirements are consistent with those for Medium Work.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether like or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to assistants or subordinates.

**Language Ability:** Requires the ability to read a variety of correspondence, referrals, medical records; newsletters, notes, charts, etc. Requires the ability to prepare correspondence, reports, forms, plans, logs, charts, etc.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently using medical terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using medical equipment.

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**Manual Dexterity:** Requires the ability to handle a variety of office machines, etc. Must

have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

### **KNOWLEDGE SKILLS AND ABILITIES**

Thorough knowledge of the North Carolina Nurse Practice Act.

Considerable knowledge of emergency and routine medical procedures.

Considerable knowledge of health care agencies and institutions in the area.

Considerable knowledge of current literature, trends, and developments in the field of school nursing.

General knowledge of the principles of supervision, organization, and administration.

Ability to perform a variety of emergency medical procedures.

Ability to assess the needs of EC students with IEP/504 students and develop a plan to meet those needs.

Ability to communicate effectively both orally and in writing.

Ability to maintain complete and accurate records and to develop simple reports from those records.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.