Job Description

Title: Substitute School Nurse

Position Purpose:

- In the absence of the School Nurse assigned to the building, the Substitute School Nurse will: Provide preventive routine and emergency health services to facilitate the student's optimal physical, mental, emotional and social growth and development.

Essential Functions:

Administers medications and treatments as ordered by the healthcare provider.

Provides care for student and staff illness and accidents.

Administers care based on individual health care plans and individual emergency care plans.

Serves as liaison between the home and the school regarding student health concerns.

Documents all encounters in the Electronic Health Record.

Follows communicable disease control procedures and informs Health Services Coordinator and administration and/or parents regarding school exclusion and readmission.

Additional Duties:

- Performs other related tasks as assigned by supervisors or other administrators.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Equipment:

- Uses medical equipment to provide health care to students/staff, including, but not limited to, blood glucose monitor, stethoscopes, thermometers, sphygmomanometers.
- Uses personal computers.

Knowledge, Skills and Abilities:

- Knowledge of medical terminology, anatomy, symptoms, diagnoses, treatments, first aid, illnesses and injuries, nutrition, and related areas.
- Ability to provide care for ill or injured students.
- Ability to convey appropriate medical information to school district staff or medical professionals to ensure a proper maintenance in the school setting.
- Ability to add, subtract, multiply and divide, and perform arithmetic operations as needed for position.
- Ability to understand, apply and use personal computers and software applications (e.g., Word, Excel, Powerpoint, the Internet, Outlook, electronic mail).
- Ability to problem solve job-related issues.
- Ability to work with a diverse group of individuals and students with special needs.
- Ability to follow oral and written orders from supervisors, administrators, physicians, and to coordinate work with principal, teachers and others.
- Ability to describe orally and in writing school health services provided, issues and concerns regarding school health.
- Ability to establish and maintain cooperative working relationships with students, staff and others contacted in the course of work.

Safety Requirements:

- Adheres to all applicable professional safety standards and practices in the nursing field, including requirements set forth in federal and state law, and Occupational Safety and Health regulations.
- Implements Board Policy regarding Blood Borne Pathogens and other Board policies regarding the medical or health care of employees and students.

Travel Requirements:

- Travel to school clinics within the district.

Physical and Mental Demands, Work Hazards:

- Work in standard school building environment.
- Exposure to body secretions, blood borne pathogens, medicine and medicinal supplies, illnesses and diseases.

Qualifications Profile:

- Must meet qualifications of a school nurse as defined in state regulations.
- Successful experiences working with pediatric population, preferably in a community or school setting desirable.

License or Certificate:

- Registered professional nurse, designated as R.N. as defined and determined by state law, and currently licensed in the state or licensed practical nurse and currently licensed in the state.
- Current certification in Cardio-Pulmonary Resuscitation (CPR).