

POSITION RESPONSIBILITY WRITE-UP

Position Title: School Nurse

Department: Student Services

Location: Elementary and
Secondary Sites

Accountable To: Principal
Student Services Program Supervisor

Primary Objectives of Position

The primary objective of the position of a school nurse is to effectively enhance student learning through administration of a school health program. School nurses demonstrate a high level of knowledge, skills, experience and commitment in the following areas of responsibility

MAJOR AREAS OF RESPONSIBILITY

School Nurses are Committed to Students' Health and Safety through the Establishment of a Comprehensive School Health Program

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- Coordinate, manage and evaluate a health service program
- Identify health needs, develop and implement health policies in collaboration with school administration and the school board
- Provides on-going orientation, supervision and evaluation of health assistants and other school personnel involved in the delivery of health services
- Delegates and supervises school personnel in the performance of skilled nursing procedures where permitted by state and local laws and the State Nurse Practice Act
- Demonstrates knowledge of district policy and local, state and federal laws related to health service programs
- Participates in district nurses' meetings and assumes district wide nursing responsibilities

School Nurses Utilize a Distinct Clinical Knowledge Base for the Decisions They Make

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- Applies appropriate theories from nursing, public health, social sciences and education to meet the unique and diverse needs of the school community
- Assumes responsibility for professional growth in the field of school nursing through continuing education and involvement in professional organizations and activities
- Demonstrates knowledge of the legal and ethical aspects of nursing based on national standards of practice, research findings and personal philosophy of school nursing
- Utilizes opportunities to communicate, clarify and implement a defined role for nursing within the educational system

School Nurses are Responsible for Enhancing Student Learning Through a Variety of Health Programs 3

- Contributes to the education of the student by assessing, planning, implementing and evaluating appropriate nursing care
- Performs activities specific to Special Education; participation on Child Study Teams, assessment and development of IEPs, health care plans and direct service provision
- Early identification of health problems through a variety of school health screenings
- Initiates and maintains school health records according to district policies and the Minnesota Data Practices Act
- Employs counseling techniques and crisis intervention strategies in working with individuals or groups
- Promotes school health education by acting as a resource person and provides formal health education in the classroom
- Provides health counseling to individuals and groups

School Nurses Use a Systematic Approach to Problem Solving 4

- Performs health assessments in a variety of settings
- Uses appropriate techniques of data collection
- Nursing diagnoses will be based on assessment information and used to develop health programs, care plans and desired outcomes
- Implementation of care plans will be done in a safe and appropriate manner
- Evaluation of efficacy of interventions
- Delegation of duties will be done in accordance with state and federal laws and according the State Nurse Practice Act
- Identify patterns of health and illness, issues of concern and factors that affect utilization of health services

School Nurses are Members of Learning Communities

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- Collaborates with other school professionals, parents and care givers to meet the health, social/emotional and educational needs of students
- Provides education to parents and staff regarding student health issues
- Advocates for students with diverse health needs
- Demonstrates effective written and verbal communication skills
- Employs an effective system for data collection, storage, retrieval and analysis
- Demonstrates a sensitivity to the diverse values of students, families and staff
- Participates and collaborates on interdisciplinary teams
- Interprets health related school policies and procedures for parents and outside health care providers
- Functions as a school-community liaison