

## **REGISTERED NURSE**

### **Purpose Statement**

The job of Registered Nurse was established for the purpose/s of overseeing the individual health needs of students; implementing health care plans directed by physicians; ensuring district health care practices comply with the laws relating to student health issues; providing appropriate immediate care for ill, medically fragile and/or injured students; and serving as a health care resource to teachers, staff, and administrators; conducting mandated health screenings and identifying health problems for referral to appropriate parties for proper follow up treatment. Demonstrates support for the Vision, Mission, Beliefs and Goals of District #202. Upholds the established Board of Education policies, regulations and administrative procedures.

This job reports to Building Principal, and Cooperates with the Certified RN Assigned to the Bldg and the Nursing Coordinator

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### **Essential Functions**

- Administers first aid and specialized medical treatments (e.g. oral suctioning, catheterization, etc.) for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
- Administers mandated screenings (e.g. vision, dental, hearing, etc.) for the purpose of referring medical conditions and/or providing appropriate care for ill, medically fragile and/or injured children.
- Assesses situations involving students' safety, abuse (physical, sexual, drug, etc.) and other health related issues for the purpose of identifying problems, referring for proper treatment and complying with legal requirements.
- Collaborates with certified school nurse to develop individual student care plans for the purpose of addressing students' health needs; providing direction to site personnel and/or and implementing directions provided by parents and/or physicians.
- Collaborates with parents, students, health care providers, and/or public agencies for the purpose of promoting and/or securing student health services; providing information and complying with legal requirements.
- Fosters and maintains a positive and effective working relationship with teachers, administrators, support staff, District staff, students, parents and the community for the purpose of adhering to the policies, regulations and administrative procedures.
- Maintains contact with parents/guardians for the purpose of advising them of changes in student health and/or recommending further medical and/or emotional intervention.
- Maintains students' confidential files and records (e.g. health care plans, agency referrals, accident reports, mandated state exams, etc.) for the purpose of providing information required by legal requirements and professional standards.
- Monitors students referred for illness and/or injury for the purpose of attending to their immediate health care concerns and recommending follow-up care and accommodations in adherence to district policy.
- Monitors students with chronic illnesses for the purpose of assisting the child in achieving the highest possible functional level.
- Obtains medications and proper authorization forms, administers medication and properly maintains medications for the purpose of adhering to the district medication policies and procedures.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Refers students requiring additional medical attention for the purpose of providing required follow-up treatment and services.

- Reports health and safety issues to assigned administrator and appropriate agencies (e.g. fights, suspected child or substance abuse, contagious diseases, etc.) for the purpose of maintaining students' personal safety, a positive learning environment and complying with regulatory requirements and established guidelines.
- Responds to emergency medical situations (e.g. severe falls, prescription reactions, bleeding, etc. ) for the purpose of ensuring appropriate immediate medical attention and related follow-up action.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: administer first aid; analyzing; effective communication skills; effective listening; interpersonal aptitude; problem solving; recordkeeping; and use of technology.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; codes/laws/rules/regulations/policies; safety practices; treatment modalities and assessment.

ABILITY is required to schedule activities; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with frequent interruptions; adaptability/flexibility; decision making; detail oriented; multi-tasking; organizing; physical stamina; reliability; and bilingual desired.

**Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 45% sitting, 45% walking, and 10% standing. The job is performed in hazardous conditions.

**Experience** Job related experience is required.

**Education** Targeted job related education that meets organization's prerequisite requirements.

**Equivalency** None Specified

**Required Testing**

- Pre-employment Physical Exam
- Pre-employment TB Test

**Certificates & Licenses**

- RN License
- CPR/First Aid Certificate
- Willingness to receive certification in Vision and Hearing through IDPH

**Continuing Educ. / Training**

Evaluation as outlined in the PASS Negotiated Agreement

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

3/15/2010

**Salary Grade**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_