



TITLE:	Registered Nurse	STATUS:	Exempt
REPORTS TO:	Principal or Designee/Director of Health Services	TERMS:	189 Days
DEPARTMENT:	Assigned Campus	PAY GRADE:	AP5, Chapter 21 Contract

PRIMARY PURPOSE:

Implement school health programs by providing direct health related services, health education and preventive health practices to meet the needs of students and staff. Provide clinical oversight/supervision of the Licensed Vocational Nurse (LVN) and Clinic Assistant when applicable.

QUALIFICATIONS:

Education/Certification:

Graduate of an accredited professional nursing education program
 Current Texas or Compact Registered Nurse License with State Board of Nurse Examiners required
 Current BLS Provider certification required
 Certification in Vision, Hearing and Spinal screening preferred
 Any additional training/certification necessary to fulfill school nursing duties/responsibilities

Special Knowledge/Skills:

Ability to comply with standards of care in accordance with the Texas Nurse Practice Act and the Texas Board of Nurse Examiners in the school setting.
 Ability to comply with federal guidelines (FERPA) regarding confidentiality of a student's health/education record.
 Computer skills and willingness to learn/adapt/lead other nurses in implementation of district software/Electronic Health Record, SHARS billing, Laserfiche
 Excellent organizational, communication and interpersonal skills
 Ability to maintain professional behavior, appearance, and work ethic, representing the school district in a positive manner at all times.
 Such additions and alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

Supervisory Responsibilities:

Direct the work of assigned LVN and/or Clinic Assistant
 Provide appropriate orientation and development of the LVN and/or Clinic Assistant.
 Demonstrate positive leadership and management skills in supervision of assigned LVN and Clinic Assistant.
 Observe professional and ethical standards for supervision in accordance with the Texas Nurse Practice Act.

Experience:

Minimum of 3 years nursing experience required, community/public health, pediatrics or school nursing preferred

Working Conditions:

Mental Demands/ Physical Demands/Environmental Factors:

Ability to maintain emotional control under stress
 Work with frequent interruptions
 Exposure to biological and chemical hazards, bacteria, blood-borne pathogens and communicable diseases
 Ability to stand for prolonged periods of time, frequent stooping, bending, pulling, lifting and pushing
 Occasional prolonged and irregular working hours

**Equipment Used:**

Computer, copier, scanner, standard medical equipment including but not limited to an AED, hearing and vision screening equipment and any additional medical equipment that may be necessary.

Essential Functions (Campus Clinical Setting):

1. Participate in the development and implementation of a complete and functioning emergency response program to provide emergency healthcare assistance.
2. Develop and implement procedures for the administration, safety, dispensing and security of medications, first aid, health supplies, and equipment.
3. Participate in health promotion activities, as well as any related training required by TEA .
4. Plan and implement health assessment and screening programs, as set forth by Texas Department of State Health Services (DSHS), Texas Education Agency and district policy.
5. Assist in control of communicable diseases by interpreting the policies and procedures for control of communicable disease within the school.
6. Adhere to the Texas DSHS immunization rules accordingly, by regularly monitoring students immunization status
7. Coordinate referrals for medical services and treatment as needed.
8. Coordinate social service resources for food, clothing, shelter, utilities and school supplies as needed.
9. Routinely participate in Special Education ARD, staffing and/or 504 meetings for the purpose of formulating appropriate healthcare plans.
10. Responsible for the maintenance and accuracy of information regarding inventory of fixed assets (e.g., machines and equipment with serial numbers) assigned to health services.
11. Promote and follow safety drills, practices and standards.
12. Assess and respond to needs related to job responsibilities as they arise.
13. Assist in the development process of the school health services program by providing feedback and a continuing evaluation of the health related needs in the school setting..
14. Provide relevant counseling and guidance to students and parents related to health and wellness.
15. Maintain compliance with state, district, and school policies regarding student health needs.
16. Compile, maintain, and file all reports, records, and other documents regarding student health information in compliance with the Texas State Library and Archives Commission record keeping schedule
17. Attend and participate in department and faculty meetings.
18. Demonstrate awareness of school-community needs and, with supervisor's approval, initiate activities to meet those identified needs.
19. Demonstrate the use of appropriate and effective techniques for community and parent involvement.
20. Train and monitor staff who will provide health services, including delegated procedures, Unlicensed Diabetic Care Assistants and other mandated activities, in consultation with supervising RN.
21. Participate in the district staff development program.
22. Maintain nursing professionalism in compliance with the standards of School Nursing Practice and the Texas Nurse Practice Act
23. Demonstrate interest and initiative in professional improvement and develop needed professional skills appropriate to job assignment.
24. Perform other functions as assigned by administration and/or supervisor.

Essential Functions (Itinerant Setting):

1. Serve at multiple campus sites as needed and as assigned by the Director of Health Services.
2. Assist campus nurses in the management of students' acute, chronic and emergency health conditions.
3. Identify students' health status and interpret health conditions to indicated school personnel.



4. Administer first aid to ill or injured students and school personnel.
5. Support campus hearing, vision and spinal screening of students as mandated by state law making appropriate referrals and follow-up.
6. Administer prescription medications in compliance with board policy.
7. Updated the cumulative health record for student clinic visits.
8. Assist in the control of communicable diseases and nuisance infestations by interpreting and implementing established policies and procedures.
9. Provide relevant counseling and guidance to students and parents related to health and wellness.
10. Respond promptly to assist other nurses or to cover another nurse's assignment when requested by the Director of Health Services.
11. Relieve and/or provide assistance to nursing personnel in special needs areas as needed, to include one-on-one nursing responsibilities for students with a private duty nurse.
12. Communicate with parents regarding individual students as directed by the campus nurse.
13. Maintain nursing professionalism in compliance with the standards of School Nursing Practice and the Texas Nurse Practice Act.
14. Demonstrate interest and initiative in professional improvement and develop needed professional skills appropriate to job assignment.
15. Perform other functions assigned by administration and/or supervisor.

The above statements are intended to describe major job functions of this position and are not intended to represent an exhaustive list of all responsibilities, duties, and skills required. The Superintendent or designee may assign additional duties when deemed appropriate.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, ability, and physical demands required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Signature

Printed Name

Date