



Pickens County Board of Education Job Descriptions

DIRECTOR OF HEALTH SERVICES

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 190 Days

REPORTS TO: Chief Accountability & Student Development Officer and Principals

QUALIFICATIONS: Minimum LPN/RN preferred

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

1. To provide supervision to school level nurses and to manage the health care needs of students within the scope of practice set forth by the Georgia Board of Nursing and Pickens County Board policy. To be a health care resource for county level personnel and administrators and to perform designated duties in the areas of occurrences of communicable diseases, critical cases, training, and staff development.
2. Serve as school system's liaison and advocate on health matters with administrators, school level nurses, medical personnel, community service organizations, and partnerships with the intent of increasing healthcare opportunities to students.
3. In order to promote consistency in the management of crisis formulate a procedure to be used by administrators for reporting occurrences of communicable diseases and critical cases.
4. Manage occurrences of communicable diseases and critical cases, facilitating necessary actions as directed by the proper authorities and at the same time maintaining communication with school system personnel. Secure timeline of events, document actions and keep on record.
5. Assist with training and staff development relating to health issues.
6. Provide case management and oversee the health care needs of students with the following procedures/chronic illnesses.
 - Clean Intermittent Catherization
 - Ileostomy/Colostomy
 - Suctioning-Oral, Tracheotomy
 - Feeding Requests-Oral, Nasal-Gastric, Gastrostomy
 - Epilepsy and the request of rectal medication
 - Allergic reactions and the use of Epi-Pens
 - Asthma and the use of nebulizer breathing treatments
 - Diabetes and the use of injectable medications
 - Use of oxygen and/or mechanical ventilation

- Any other identified medical diagnosis
7. Implement the following nursing actions in order to formulate an individualized Health Care Plan for the aforementioned procedures and chronic illnesses.
 - Visit schools to evaluate requests for nursing services.
 - Secure needed documents and gather information from parent/guardian and physicians stating specific instructions for requesting nursing services.
 - Develop individualized Health Care Plans pertaining to identified medical conditions.
 - Provide instructions about medical conditions from qualified individuals for school level nurses and staff.
 - Observe demonstrations of requested procedures from designated staff and document job performances on a monthly basis and as needed. Incorporate teaching opportunities as needed.
 - Secure contingency plans to meet the needs of the students in the absence of usual staff.
 - Review Health Care Plans monthly to verify interventions that still pertain to identified medical needs.
 8. On as needed basis advise a school level nurse to provide nursing services in the high schools.
 9. Provide advisement, guidance, and support to School Level Nurses.
 10. Share expertise with school level personnel when called by administrators about unresolved medical problems and health concerns.
 11. Coordinate screening procedures such as hearing, vision, and scoliosis.
 12. Collaborate with principals as needed concerning employment, credentials, and job performances of school level nurses.
 13. Secure and make available an approved nurse substitute list.
 14. Participate in training programs to increase skills and proficiency related to the assignment.
 15. Review current developments, literature, and technical source information related to job responsibilities.
 16. Ensure adherence to good safety procedures.
 17. Follow federal and state laws, as well as Board policies.
 18. Perform other duties as assigned.