

SAU#6 Job Description Form

JOB TITLE: School Nurse

REPORTS TO: Principal

JOB DESCRIPTION LAST UPDATED: June 1, 2018

SUMMARY OF POSITION

School nursing is a specialized practice of professional nursing that advances the well-being, academic success and life-long achievement and health of students. To that end, school nurses facilitate positive student responses to normal development; promote health and safety including a healthy environment; intervene with actual and potential health problems; provide case management services; and actively collaborate with others to build student and family capacity for adaptation, self-management, self advocacy, and learning (NASN, 2010)

ESSENTIAL JOB FUNCTIONS

1. Monitors compliance with federal, state, and local laws, regulations and policies related to school health services.
 - a. reports and recommends changes for safety hazards and sanitary conditions in the school environment.
 - b. Provides medicaid reporting when requested
 - c. Keeps accurate and comprehensive health records and ensures students are in compliance with state mandated immunization requirements.
2. Assumes responsibility for appropriate assessment, planning, intervention, evaluation, management and referral activities for students in the school district. Staff services may be provided at the discretion of the local school district.
 - a. Organizes, administers, and manages school health services.
 - b. Implementation of communicable disease control in the school, including monitoring, surveillance and participating in disease prevention and outbreak management within the school.
 - c. Takes leadership in the establishment, review and implementation of school health services policies and procedures.
3. Provides for the promotion and maintenance of health as well as the prevention of illness and injuries. This facilitates the removal of health-related barriers to learning and promotes an optimal level of wellness for students and staff.
 - a. Coordinates the health screenings and physical examinations, and wellness programs at school. Interprets the health screening results to parents and teacher and assists in the follow-up and referral of children.
 - b. Assists in the development of an ongoing students safety and child protection program.
 - c. Provides leadership in the planning of proper emergency care and first aid for sudden illness and accidents incurred during school activities.

- d. Provides in-service training for health-related issues to staff members of the district.
 - e. Provides professional expertise in emergency management planning.
 - f. Serves on school and/or District Wellness Team and assists with policy development.
4. Responsible for direct and indirect care given to students in compliance with school district policies, professional standards of practice, physicians orders, and the Individual Health Plan.
 - a. Responsible for the formulation, revision, and implementation of the Individual Health Plan.
 - b. Respects the dignity, confidentiality, and rights of all students and staff.
 - c. Upholds regulations and laws including but not limited to: confidentiality, reporting of child abuse and neglect, immunization requirements, education laws, and public health laws.
 - d. Delegates tasks of nursing related activities as appropriate following the Nurse Practice Act rules. (Especially NURS 404)
 - e. Assists in the preparations and implementation of the school health services budget.
 5. Performs nursing functions as a self directed clinically autonomous professional.
 - a. Maintains professional competencies through in-service educational activities, and self selected professional growth programs.
 6. Collaborates with a wide variety of school system and professional disciplines to enhance the educational process and promotion of an optimal level of wellness for students.
 - a. Acts as a liaison between the physician, school, community, and child's home in providing the holistic health needs of school children.
 - b. Serves as a health consultant and resource person for health education in the classroom.
 - c. Participates as the health expert on Individualized Education Plan and 504 teams.
 - d. Collaborates as a member on a school-wide team to help identify students at risk for physical and psychosocial problems.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all job duties that may be performed by such a person.

EDUCATION, CERTIFICATION, AND LICENSURE

- RN hired as a school nurse on or before July 1, 2016
- or..
- Associates or Bachelors Degree in Nursing with 3 years documented RN experience meeting NH DOE requirements
- A minimum of 3-5 years in pediatrics, emergency care, or other related areas of nursing.

OTHER KNOWLEDGE & SKILLS

- Ability to multitask
- Communicate well with internal and external stakeholders to include families and medical staff.
- Ability to work independently
- Strong work ethic with a team oriented approach to daily work tasks.

Physical demands of the job are as follows:

Notable Activity Requirements	Frequency (Constant, Frequent, Occasional, Unlikely)
Sitting	FREQUENT
Standing	OCCASIONAL
Lifting/Pushing/Pulling < 25lbs	FREQUENT
Lifting/Pushing/Pulling 25lbs - 50lbs	FREQUENT
Lifting/Pushing/Pulling > 50lbs	OCCASIONAL
Stooping	OCCASIONAL
Bending	FREQUENT
Reaching	FREQUENT

It is also anticipated that stress will be associated with this position primarily due to the demands of this position. It is necessary that the individual have the capacity to remain calm, considerate, and tactful under stressful and unanticipated situations.

SPECIAL CONSIDERATIONS

Individual must exercise a high level of confidentiality in handling staff and student information.

Job Description Approval and Acknowledgement

Approved by:  Date: 6/4/18

Employee acknowledgement of receipt of this job description and the responsibilities herein

Employee Signature _____ Date: _____