

CLASSIFICATION

NURSE

SUMMARY

Enhances the educational process by the modifying or removing health related barriers to learning and by promoting an optimal level of wellness for all students. Establishes and maintains a comprehensive school health program.

MINIMUM REQUIREMENTS

BSN degree or equivalent.

Current R.N. license or certification issued by the Arizona Board of Nursing

Four years (minimum) of clinical nursing practice in maternal child health or related clinical areas.

Six units of University/College credit in areas related to school nursing practice.

Must hold a current Driver's license and personal vehicle insurance coverage greater than or equal to the state required minimum for car insurance as described under [Governing Board Policy: EEB-R-1](#) Business and Personnel Transportation Services - Transportation by Employees.

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

Must release Social Security Number to be eligible for AHCCS_Provider ID Number.

Copies of current CPR card must be submitted at time of hire.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Functions as a contributing member of the educational team in health related aspects of the total school program. Attends staffing and child study team meetings as indicated.

Plans and implements school nursing services in accordance with legally and professionally recognized standards of nursing practice and within the limits of the policies of the school system.

Assists faculty to identify and understand student health problems and help faculty become aware of health resources available to students. Reports and interprets appropriate health data to faculty, staff, parents and students.

Assists teachers with specific health units and health teaching as requested. Serves as a resource health person to faculty in the health curriculum area.

Assesses health status of any ill student reporting to the health office. Makes a nursing diagnosis and follows through. Administers first aid care as needed for injured students.

Counsel students as indicated and uses any resources available to assist them with health related concerns. Conducts counseling sessions, formal or informal, with individuals, groups or as a team member with other school personnel.

Periodically inspects the school site reporting problem areas to the principal. Reports, documents and records problems and accidents.

Arranges for staff in-service programs as requested and/or based on need.

Assesses students' response to medication. Alerts physicians as needed. Counsel student, staff and parents on proper dosage, contraindications and side effects, when indicated.

Collects information about the health and development status of the student in a systematic and continuous manner. Maintains health record system in a professionally and legally acceptable manner.

When on site, assists in the orientation, supervision and evaluation of Health Aides and LPN's, and directs and supervises health office volunteers and student helpers.

Interprets the role of school health department staff to faculty, students, parents, other health service agencies, private physicians and community as indicated.

Alerts school staff to the legal complications in specific areas of the school health program, i.e., safety, animal bites, head injuries, medications, accident reports, etc.

Initiates follow-up of problems discovered through screening programs.

Arranges parent conferences to discuss children with special health problems or needs and assists parents to utilize available community resources; make home visits as indicated.

Maintains health office supplies, records, daily register sheet and equipment according to current guidelines.

Tracks and maintains medical certification for student absences related to chronic illnesses.

Submits data to the Health Services office as requested.

Follows reporting procedures outlined by Pima County Health Department for communicable disease reporting and animal bites.

Assists with pre-registration and registration programs in the health area according to individual school procedures.

Plans, implements and coordinates all special health programs in the school, according to current guidelines and integrates these activities into the total school educational program.

Develops knowledge of community facilities and physicians that could contribute to the health, welfare and safety of each student and utilizes these resources as indicated.

Provides skilled professional nursing care to students with special needs as indicated.

Required to do Medicaid billing.

MENTAL TASKS

Communicates. Performs functions from oral and written instructions. Evaluates written materials. Comprehends. Reviews and proofreads documents.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is required only to supplement normal sedentary work. Assistance is available in the event heavy physical exertion is required. Work may involve occasional lifting and carrying weight up to 25 pounds or assisting in moving or lifting children. Moderate walking, stooping, bending, reaching and sitting for extended periods may be required as a normal part of the job. Employees may be required to obtain a driver's license in some instances. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Uses medical devices, hearing and vision testing equipment, and office equipment such as telephone and computer.

CONTROL, SUPERVISION

Oversees the duties and responsibilities of unlicensed personnel.

M: Job 34311

Revised or New 8/29/94

Revised 10/99, 6/04, 3/06, 7/11, 12/18, 04/19