

United Independent School District

Department of Human Resources

NURSE (RN)

Campus Assignment

Primary Purpose:

Provide leadership and health services within the assigned campus through the implementation of school health programs guidelines, including the promotion of good health practices and health education, making it possible for every eligible child to attend school.

Educational Qualifications:

- Graduation from an accredited professional nursing education program
- Current Texas RN license to practice professional nursing issued Board of Nurse Examiners
- Certified in CPR, vision, hearing and spinal screening preferred
- Ability to conduct in-service/staff development training and student instruction
- Supplemented basic preparation with two years nursing practice in a public school, public health or related setting preferred

Major Responsibilities and Duties:

1. Practice within the defined limits of the Texas Nurse Practice Act and the American Nurses Association standards of nursing practice.
2. Comply with Texas Department of Health Regulations, Texas Education Agency and UISD Policy.
3. Plan, coordinate and conduct screening procedures including referrals and follow-up activities for students as required by the UISD School Health Program.
4. Assist parents/guardian in obtaining corrective care and coordinates with other staff members to make necessary adjustments in students' program, i.e. and seating arrangement, bathroom privileges, early class dismissal.
5. Render first aid, emergency care for sick or injured student/staff and makes appropriate referrals as per UISD practice guidelines and policies.
6. Administer inoculations to students/staff due to medical diagnosis including but not limited to: asthma, anaphylaxis, Addison's Disease, Adrenal Cushing's Syndrome, Diabetes in accordance with District practice guidelines and policies.
7. Administer vaccines and immunizations to students during scheduled clinics as approved by the school district.
8. Provide supervision of sick and injured students until they can be placed in the care of the parent/guardian.
9. Secure medical care for students/staff in emergency cases if parents or emergency contacts cannot be reached.
10. Interpret health information and policies to teachers, students, parents, doctors and the community.
11. Administer medication according to the UISD Medication Policy, FFAC (Legal).
12. Maintain adequate and up-to-date supplies in the school health clinic setting.
13. Perform campus Sanitation Reviews as instituted by School Health Program guidelines and report's findings to SHP Coordinator, SSCO, head custodian and cafeteria manager.
14. Attend School Health Program staff meetings and professional growth activities.
15. Review, evaluate and maintain accurate immunization data on all UISD students as established by the Texas Department of Health and local District policy.
16. Prepare and maintain accurate and complete clinic records through documentation on student health records and computer input.
17. Compile and submit reports on a timely basis as established by School Health Program guidelines.
18. Maintain emergency treatment record for each student enrolled within the assigned campus.
19. Participate in classroom teaching activities as established by School Health Program Health teaching guidelines.
20. Serve as resource person for students, parents, teachers, and the community.
21. Maintain confidentiality of medical information.
22. Contribute to staff development of school staff and serves as a resource in both planning and teaching capacity.
23. Maintain communication with principal and School Health Program Coordinator in regards to health problems and related matters.

Nurse – RN (continued)

24. Participate on the Admission, Review and Dismissal Committee, Crisis Team, child abuse situations and other school committees as requested.
25. Supervise, in-service, evaluate and train LVN's. Nurse Aide's and other designated school staff in established clinic procedures, i.e. medication administration, gastrostomy, tube feeding, catheterizations.
26. Establish plan of care for the medically fragile child.
27. Be available by phone, email, or video conferencing during regular business hours to confer with district personnel.
28. Regular and reliable attendance is an essential job responsibility unless instructed to work from home by supervisor.
29. Assist in maintaining a safe and healthy work environment.

Distance Learning and Virtual Instruction Duties and Responsibilities

In the event of a school closure in response to a disaster, flood, extreme weather condition, fuel curtailment, epidemic, pandemic or other calamity, the following duties and responsibilities will be added to the above listed Major Job Responsibilities and Duties, as directed by the Superintendent.

30. Usage of personal equipment, including but not limited to personal cellular phone, personal computer computers, and personal internet service when working from home during a District closure due to government or Board order or during an emergency affecting normal District operations.
31. Perform other tasks and assume other responsibilities as may be assigned by supervisor. All employees are expected to comply with lawful directives.

Working Conditions:

Ability to communicate effectively both (verbal and written); interpret policy, procedures and data; coordinate campus functions; maintain emotional control under stress. May be required to carry or move equipment; must be able to access students/staff in all school areas; may perform duties outdoors; biological exposure to bacteria and communicable diseases. Some bending, lifting and stooping while performing job related functions.

Distance Learning Working Conditions:

Tools/Equipment Used: Personal computer; use of and access to phone system; video/instructional equipment; and peripherals

Posture: Prolonged sitting

Motion: Repetitive computer work with frequent use of hands and wrists

Environment: Work from inside home or location other than school building

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours

Terms of Employment:

Wage / Hour Status: Exempt
Minimum Salary: Teacher Pay Schedule
Minimum Work Days: 196
Months: 10

Date Last Revised: 09/25

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skill that may be required.