

CLOVIS UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position:	Nurse Credentialed School Nurse	FLSA:	Exempt
Department/Site:	Nursing Services	Salary Grade:	Placement on Appropriate Salary Schedule
Reports to/Evaluated by:	Director of Nursing Services	Salary Schedule:	Administrative Management

SUMMARY

The credentialed School Nurse functions independently under state and agency guidelines and policies without onsite supervision in order to provide health related services to students in a non-traditional health care setting that identify health related barriers to education and address each students health needs, thereby improving their ability to learn. Services include assessing student health, developing and executing plans for care management, acting as first responders, supervising licensed and unlicensed personnel, and engaging in public health functions such as disease surveillance, immunization compliance, and health promotion while creating a climate of health and well-being in the schools.

DISTINGUISHING CAREER FEATURES

The complex role of the credentialed School Nurse demands but is not limited to an understanding and knowledge of the community, pediatric nursing, public health, counseling, communicable diseases, special educational services, case finding, networking, collaboration and culturally sensitive issues. It involves confidentiality along with the ability to communicate effectively in oral and written form with parents, staff and outside agencies, in sensitive situations. Work is self-directed and clinically autonomous while complying with the code of ethics of the nursing profession and adhering to the standards of the Nurse Practice Act, Standards of School Nursing, State laws and District policies and procedures. The School Nurse serves as a liaison between school administration and site personnel, family, community and healthcare providers to advocate for health care and a healthy school environment. Position is subject to exposure to communicable and infectious diseases and therefore, recommended immunizations must be up-to-date.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides for emergency care of children and school personnel when illness or accidents occur at school in accordance with approved procedures established by the Fresno County Department of Public Health, *Emergency First Aid Guidelines for California Schools*, and the *California School Nurse Organization*.
- Responsible for planning, implementing, coordinating and evaluation of school health services as mandated by the state of California educational code.
- Conducts medical case finding, screening, and referral activities related to health issues.

- Provides health counseling to students with health and related issues.
- Advocate for students. Facilitates the identification and resolution of students' health care needs that affect educational achievement.
- Coordinates and collaborates with school personnel by providing information regarding student health concerns as per HIPPA/FERPA regulations.
- Develops and updates health, safety, and emergency care plans for students at risk for medical crisis and provides training to staff to implement plans.
- Interprets and transcribes medical prescriptions and procedures required to accommodate students' health needs in their educational setting.
- Trains and supervises staff in administration of medications and specialized health care procedures for students with the appropriate follow-up and documentation.
- Notifies parents/guardians about illnesses, injuries, and potential health problems; provides health counseling and referrals as appropriate.
- Collaborates with attendance, disciplinary, counseling and co-curricular staff to promote student attendance and achievement.
- Trains, supervises, monitors, and evaluates district and/or contracted ancillary health care providers, Health Services Assistants, LVNs and/or RNs in both regular and special education classrooms often at multiple school sites.
- Serves as a health educator to the school community. Emergency trainings may include: CPR/AED/First Aid, EpiPen, seizures, glucagon injection, anaphylaxis, etc. Wellness issues covered may include: CSI groups; Health Fairs; BP, TB, Flu clinics, etc.
- Ensures the maintenance of a health record for each student.
- In accordance with the most current CA health mandates, organizes and participates in screening programs and immunization review with follow-up.
- Secures medical reports required for specialized educational/health services.
- Provides professional student health history, assessments and recommendations on students involved in the SST, 504, and IEP process.
- Directs communicable disease control in the school and the community by partnering with the Public Health Department.

- Assists in identification of safety and health hazards on school campus.
- Involvement in the development and implementation of the school safety plan.
- Collaborates with community agencies to provide healthy living resources for students and their families.
- To accomplish these responsibilities, the School Nurse serves in the roles of program coordinator, case manager, direct care provider, advocate, educator and health counselor.

QUALIFICATIONS

Knowledge and Skills: Requires medical knowledge and skills consistent with a Registered Nursing license and Public Health certificate. Working knowledge and pediatric nursing skills to administer care, recognize health concerns, and the ability to communicate effectively and calmly. Knowledge of applicable medical treatment and common medications administered within a school environment. Knowledge of first aid/CPR, technical medical procedures, medical terminology, blood borne pathogens and Universal Precautions procedures. Possess skills in medical documentation and record keeping and the ability to work both independently and in a team setting. Ability to interpret and communicate goals, objectives and the general provisions of the school health program as related to the job requirements. Knowledge of CA Education code and District policies and practices as related to school nursing.

Abilities: Must have ability to multi-task and prioritize areas of need. Requires ability to assess situations and apply applicable regulations and procedures when administering first aid or health care. Must be able to determine severity of illness or injury and recommend appropriate care. Requires sufficient communication skills to deal and evaluate stressful and/or emergency situations and communicate effectively with students, parents, and other school staff. Position is subject to exposure to communicable and infectious diseases.

Physical Abilities: Ability to work under stressful conditions. Requires good arm, hand, and finger dexterity in order to operate office and medical equipment, such as a computer, stethoscope, otoscope, syringes, etc. Requires the ability to see and read words and numbers on prescription labels and medical orders. Requires ability to communicate and be understood in person and over the telephone. Requires the ability to hear student requests and understand voice and speech patterns. Requires physical stamina to sit or stand for extended periods of time and to walk long distances. Some procedures may require reaching with hands and arms, stooping, kneeling, or crouching for long periods of time. Must be able to frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

Education and Experience:

Bachelor of Science degree in Nursing, or related field.

School Nurse Services Credential within five years of employment.

A minimum of 3 years Registered Nursing pediatric experience, highly recommended.

Licenses or Certifications:

Valid California Registered Nurse License

School Nurse

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Current CPR and First Aid Certification

School Audiometrist Certificate

Valid California Driver's License

CA Public Health Certificate

California School Nurse Services Credential, Health and Development, or Designated Services Credential