Job Title: School Nurse (RN)

Wage/Hour Status: Exempt

Reports to: Principal or Designee

Dept./School: Assigned Campus

Pay Grade: Salary Schedule

Work Days: Work Calendars

Primary Purpose:
Implement district health services program to best meet the needs of the student population on the assigned campus. Provide health services to students. Promote health and education for students and preventive health practices for students.

Qualifications:

Education/Certification:

- Graduate of an accredited professional nursing education program
- Valid registered nurse license (RN) from the Texas Board of Nursing
- Current automatic external defibrillator (AED) and cardiopulmonary resuscitation (CPR) certificates

Special Knowledge/Skills:

- Knowledge of health appraisal to identify student health defects
- Ability to implement policies and procedures
- Knowledge of basic first aid
- Proficient keyboarding and file maintenance skills
- Ability to write routine reports and correspondence
- Strong organizational, communication, and interpersonal skills

Experience:

- Two years of nursing experience

Major Responsibilities and Duties:

Nursing Services:

- Provide direct care using professional assessment skills, the nursing process, individualized healthcare plans (IHPs), and established school health protocols for students
- Provide health counseling and instruction to individual students
- Provide direct care using professional assessment skills, the nursing process, and established school health protocols for staff
- Assess student problems, communicate with parents regarding individual students, and ensure appropriate referrals and follow up as needed. Serve as a liaison between school personnel, the family, healthcare professionals, and the community

- Notify parents of accident or illness. Secure emergency medical care for students as needed
- Develop and implement individualized healthcare plans (IHPs) and evaluate outcomes of skilled and direct nursing care and procedures for medically fragile students to ensure safe integration of the student into the school environment.
- Serve as health advocate for students
- Ensure that medications are administered to students according to doctor's orders, district policy and procedures
- Establish and implement effective procedures for carrying out mandatory screening programs
- May make home visits to help with student health problems as necessary

Instruction:

- Consult as needed on campus health education curriculum, educate faculty and staff as needed on health-related topics, and provide health education to individuals and groups, including contributing to campus communications to parents and the local community regarding health issues

Consultation:

- Collaborate closely with campus principal and other staff and provide leadership to ensure a healthy school environment. Work to meet the health needs of the general school population and those students with identified health conditions.
- Participate in Admission, Review, and Dismissal Committee (ARD) meetings, §504 meetings, or Student Support Team (SST) meetings of students with identified health needs and develop Individual Health Plans (IHPs).
- Advise campus administration in crisis or emergency situations and participate in assessment and reporting of suspected child abuse.

Administration:

- Work with Director of Special Education & §504 Services to develop and coordinate continuing evaluation of campus health program and make changes based on findings. Develop and recommend campus policies and procedures to promote the health and wellness of students and staff.
- Supervise, train, and participate in evaluating LVNs, unlicensed diabetes care assistants, other unlicensed assistive personnel, or other school personnel who have responsibility for assisting students with health needs.
- Compile, maintain, and file all reports, records, and other documents required, including clinic records and accurate and confidential student health records such as immunization records, medication administration records, individual student treatment records, and IHPs.
- Requisition supplies and equipment needed to maintain clinic inventory.
- Comply with policies established by federal and state laws, Texas Department of Health rule, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations.
- Report potential health and safety hazards to principal.

Professional Development

- Maintain professional nursing skills and knowledge as required by the Texas Nurse Practice Act and the Texas Board of Nursing, including certification for mandated screenings and Basic Life Support for Healthcare providers (CPR/AED)

Other:

- Maintain Confidentiality.
- Other duties as assigned.
- Follow district safety protocols and emergency procedures.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Personal computer and peripherals; standard instructional equipment

Posture: Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent walking, grasping/squeezing, wrist flexion/extension

Lifting: Frequent light lifting and carrying (less than 15 pounds); may require regular heavy lifting (45 pounds or more) and position of students with physical disabilities; controlling behavior through physical restraint, assisting non-ambulatory students

Environment: May work inside and/or outside; regular exposure to noise; exposure to biological hazards, bacteria, and communicable diseases

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Duties are subject to change. All EISD employees are expected to maintain an extreme degree of confidentiality by following the Family Educational Rights and Privacy Act (FERPA) for student information and the Health Insurance Portability and Accountability Act of 1996 (HIPPA) for employee and student information.