



Job Title: School Nurse (RN)

Exemption Status/Test: Exempt

Reports to: Director of Health Services / Principal

Date Revised: October, 2015

Dept. /School: Assigned Campus

Primary Purpose:

Assist in the planning and implementing of a school health program which will facilitate the school-aged individual to obtain and maintain his maximum health, thereby enabling the student to take full advantage of his educational opportunities.

Qualifications:

Education/Certification:

Graduate of an accredited school of nursing
Bachelor's Degree in nursing related field
Valid Registered Nurse License (RN) from the Texas Board of Nursing

Special Knowledge/Skills:

Competent holistic nursing assessment skills
Expertise in student specific case management plans for acute and chronic health conditions
Ability to implement policies and procedures
Proficient computer skills
Ability to write routine reports and correspondence
Strong organizational, communication, mentoring, coaching and interpersonal skills

Experience:

One (1) year nursing experience

Major Responsibilities and Duties:

Nursing Services

1. Function within the framework of the Texas Nurse Practice Act.
2. Assume responsibility for the management of students' acute, chronic and emergency health conditions, including the development and implementation of individualized health care plans.
3. Identify students' health status and interprets health conditions to indicated school personnel.
4. Administer first aid to ill or injured students and school personnel.
5. Conduct hearing, vision and spinal screening of students as mandated by state law making appropriate referrals and follow-up.
6. Administer specialized nursing procedures to specific students as prescribed by physicians.
7. Administer prescription medications in compliance with board policy.
8. Monitor students' immunization status for the specified diseases maintaining a current record for each student of the vaccines that have been received.
9. Establish and maintain a cumulative electronic health record for each student.
10. Assist in the control of communicable diseases and nuisance infestations by interpreting and implementing established policies and procedures.
11. Refer students to other health care providers and to health care agencies when indicated.
12. Respond promptly to assist other nurses or to cover another nurse's assignment when requested by the director.

13. Communicate with students, parents and other school personnel effectively both verbally and in writing.
14. Exhibit a professional demeanor in all situations.

Instruction

15. Present information concerning health related topics to students and to other school personnel as assigned and/or as requested.

Consultation

16. Collaborate with students, parents, members of the medical community and members of other health care agencies to promote optimum delivery of health services to the pupils.
17. Serve as health consultant and resource person to students, parents and other school personnel.
18. Function as a member of campus based committees designed to meet students' needs, to establish students' appropriate educational placement and to improve campus functions.
19. Participate in Admission, Review, and Dismissal Committee (ARD) meetings of students with identified health needs and develop Individual Health Plans (IHPs). Work with district personnel regarding implementation of IEP goals and services.
20. Advise campus administration in crisis or emergency situations and participate in assessment and reporting of suspected child abuse.

Administration

21. Comply with federal, state and local policies and regulations that impact nursing and school health services.
22. Manifest support for the compliance with the philosophy, objectives, policies and procedures of the Garland ISD.
23. Prepare and submit complete, accurate, required reports in the specified time frame.
24. Monitor parental authorization records for the administration of first aid and the consent for emergency medical treatment.
25. Establish and implement an organized in-depth procedure for monitoring students' medications(s).
26. Supervise, train, and participate in evaluating unlicensed diabetes care assistants, other unlicensed assistive personnel, or other school personnel who have responsibility for assisting students with health needs.
27. Maintain confidentiality of students' health conditions.
28. Monitor and maintain complete and current employee emergency health information forms for those employees at the school to which assigned.
29. Secure and maintain adequate supplies and equipment for the school's clinic.
30. Keep the work area clean and orderly.
31. Maintain a positive and effective relationship with supervisors.
32. Perform other duties that may be assigned.

Professional Development

33. 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).
34. Improve personal performance and leadership skills through staff development opportunities, coursework and/or professional associations to ensure continued district improvement.
35. Act in a professional and ethical manner as outlined in the standards of conduct for the nursing profession.

Supervisory Responsibilities:

Direct the work of assigned health clinic aide(s).

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard medical equipment including automated external defibrillator (AED); special needs adaptive equipment, standard office equipment including computer and peripherals

Posture: Prolonged sitting; occasional kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Frequent keyboarding and use of mouse; occasional walking, reaching, grasping/squeezing, wrist flexion/extension

Lifting: Frequent light lifting and carrying (less than 20 pounds); may require occasional heavy lifting (45 pounds or more) and position of students with physical disabilities; controlling behavior through physical restraint; assisting non-ambulatory students

Environment: Exposure to biological hazards, bacteria, and communicable diseases; may work prolonged or irregular hours

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 responsible and duties that may be assigned or skills that may be required.