

Nurse

Purpose Statement

The job of Nurse is done for the purpose/s of assessing the health needs of students; developing emergency care plans and individual health plans, incorporating input from parent and/or physician; complying with the laws relating to student health, including parental and guardian consent; providing appropriate care for ill, medically fragile and/or injured students; providing health information and serving as a resource to teachers, staff, and administrators; and identifying health problems for referral for proper treatment. The school nurse delegates appropriate nursing interventions to Unlicensed Assistive Personnel (UAP).

This job reports to Nurse Coordinator/Principal

Essential Functions

- Administers first aid, medication and specialized medical treatments (e.g. oral suctioning, catheterization, etc.) for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
- Administers mandated screenings (except for Special Education Nurse) (e.g. vision, hearing, asthma, anaphylaxis assessment and/or back/scoliosis screenings, etc.) for the purpose of referring medical conditions and/or providing appropriate care for ill, medically fragile and/or injured children.
- Assesses situations involving students' safety, abuse (physical, sexual, drug, etc.) and other health related issues for the purpose of identifying problems, referring for proper treatment and complying with legal requirements.
- Collaborates with parents, students, health care providers, and/or public agencies (e.g. medical management for individual student care, staff training, referrals for care, gathering immunizations, etc.) for the purpose of promoting and/or securing student health services; providing information and complying with legal requirements.
- Conducts site assessments (e.g. health issues, student health records, emergency preparedness, etc.) for the purpose of identifying issues and/or providing recommendations for improving safety and accessibility.
- Conducts age appropriate programs and/or activities in conjunction with classroom curriculum (except for Special Education Nurse) (e.g. health education, nutritional workshops, handwashing head lice control, etc.) for the purpose of supporting established lesson plans.
- Coordinates staff wellness initiatives (except for Special Education Nurse) (e.g. flu shot, blood drives, bone density scans, cholesterol screenings, etc.) for the purpose of assisting staff in achieving the highest possible health and well-being.
- Directs the work of assigned UAPs, fieldwork nursing students, interns, and instructional assistants using guidelines established by the North Dakota Department of Health and BPS for the purpose of providing guidance and ensuring that program objectives are achieved.
- Directs work of personnel (e.g. UAP's, fieldwork nursing students, interns, instructional assistants, etc.) for the purpose of assuring the quality of health care delivery, providing guidance, and ensuring that program objectives are achieved.
- Maintains student's confidential files and records (e.g. health care plans, agency referrals, accident reports, immunization compliance, emergency medication log, transportation health plans, etc.) for the purpose of providing information required by legal requirements and professional standards.

- Participates in a variety of meetings, workshops and seminars, and interdisciplinary teams (e.g. IEP, 504 Plans, school nurse group meetings, classroom education, etc.) for the purpose of gathering, conveying and/or sharing information on students health needs, service delivery, and educational programs; and/or improving skills and knowledge.
- Performs knowledge and skill based assessments (e.g. students with chronic diseases, etc.) for the purpose of providing individual education and training in chronic disease management.
- Provides training on a variety of health related subjects (e.g. EpiPen, allergies, seizures, diabetes/insulin playground safety, disaster preparedness, child abuse, health education, medication management, policies and procedures, substance abuse, growth and development, hygiene, etc.) for the purpose of promoting a healthy lifestyle and/or acting as a resource to students, teachers, and other school personnel.
- Reports health and safety issues to assigned administrator and appropriate agencies (e.g. fights, suspected child or substance abuse, contagious diseases, etc.) for the purpose of maintaining student safety conducive to learning and complying with regulatory requirements and established guidelines.
- Researches a variety of topics relating to health and medical care (e.g. wellness, nutrition, treatment protocols, childhood diseases, etc.) for the purpose of providing information to staff, students, parents, and the public.
- Responds to emergency medical situations (e.g. severe falls, prescription reactions, bleeding, etc.) for the purpose of ensuring appropriate immediate medical attention and related follow-up action.
- Transports supplies and equipment to school sites for the purpose of ensuring the availability of items as needed.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the school/district.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; handling hazardous materials/waste; operating equipment used in clinical setting; operating standard office equipment including using pertinent software applications; necessary nursing procedures and technical tasks; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures; stages of child development; pediatric and family nursing practices; community health concepts; and pertinent policies, codes, regulations and/or laws.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; dealing with distraught, angry or hostile individuals; maintaining confidentiality; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Registered Nurse Certification

Continuing Educ. / Training:

Continuing Education Requirements
Maintains Certificates and/or Licenses

Clearances

Criminal Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

PE