# DUNCANVILLE ISD

*Writing success stories, one student at a time.*

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| **Job Title:** | **Registered Nurse** | **Wage/Hour Status**: | Exempt |
| **Reports to:** | Health Services Director/Principal | **Pay Grade:** | AP3 |
| **Dept. /School:** | Health Services | **Date Revised:** | 10-29-2022 |

**Primary Purpose:** Implement comprehensive program of health services for assigned campus. Provide health services to students. Promote health education and preventative health practices for students and staff.

**Qualifications:**

**Education/Certification:**

- Bachelor of Science in Nursing or health related field preferred
- Graduate of an accredited professional nursing education program
- Valid registered nurse license (RN) from the Texas Board of Nurse Examiners
- Healthcare Provider CPR Certification

**Special Knowledge/Skills:**

- Knowledge of the nursing process to identify and manage student health concerns
- Ability to implement policies and procedures
- Ability to write routine reports and correspondence
- Strong organizational, communication, and interpersonal skills
- Proficient computer skills
- Supervision of unlicensed assistive personnel

**Experience:**

Two years nursing experience preferred

Experience in community health, child health or a health-related position

**Major Responsibilities and Duties:**

**Nursing Services**

- Function within the rules and regulations of the Texas Nurse Practice Act
- Incorporate the seventeen Standards of Practice for School Nursing

- Deliver care in a manner that preserves and protects an individual's autonomy, dignity, rights, values and beliefs
- Protect the privacy and confidentiality of student and staff within the legal, regulatory and ethical parameters of health and education
- Provide direct nursing care utilizing professional assessment skills, established school health protocols and the nursing process including assessment, nursing diagnosis, outcomes, identification, planning, implementation and evaluation
- Notify parents of accident or illness. Secure emergency medical care for students and employees as needed
- Administer medications to students at school and school related activities in accordance with state laws and district policy and procedures
- Provide specialized nursing procedures to specific students as prescribed by their physician.
- Implementation of mandatory screening programs, initiating appropriate referrals and follow-up
- Assist local health authorities in the identification, control and containment of communicable diseases
- Utilize the best available evidence-based findings, to guide practice decisions

**Instruction**

- Written and verbal communication is sequential, clear and concise
- Serve as a health consultant and resource person for students, parents and school personnel, providing counseling, education and instructions on health related topics.
- In-service faculty and staff on health related topics
- Develop a program that ensures safe, ongoing emergency health care in the event the school nurse is absent from the building. Maintain training records.
- Serve as a mentor to colleagues

**Consultation**

- Assess student health concerns and make appropriate referrals working with the student, parent, teachers, and health care professionals as needed
- Serve as a health liaison between school, parent, physician and community
- Work with district personnel on the implementation of goals and services of Individual Education Plans (IEP), Emergency Action Plans and 504 Plans designed to meet the student's health needs while at school
- Participate in Admission, Review and Dismissal Committee (ARD) meeting of students with identified health needs
- Develop and implement Individual Health Plans (IHPs) for students with identified health needs
- Communicate regularly with principal, health services coordinator, school counselor, parents, food services and other staff regarding health services issues.
- Participate in crisis management for the campus. Respond appropriately to emergency or crisis situations
- Participate in assessment and reporting of suspected child abuse

**Administration**

- Comply with established federal, state, local, and district laws, regulations and policies
- Compile and maintain accurate physical and computerized student health records, state reports and district reports. Achieve all records and reports in accordance with state law and district policy
- Maintain an immunization record for every student
- Notify parent/guardian if immunizations are not in compliance with state requirements
- Submit accurate and complete state and local reports within the specified time frames
- Maintain a clean, orderly and organized work area. Requisition supplies and equipment needed to maintain clinic inventory and functioning
- Immediately report potential health and safety hazards to campus administration
- Develop, assist in training, supervise, and evaluate assistive personnel in the care of students with health concerns.
- Maintain training records

- Delegate nursing procedures to assistive personnel within the guidelines set forth by the Texas Board of Nurse Examiners

- Promptly respond to and assist other nurses or campuses. Cover another nurse's assignment as requested by the Health Services Coordinator

- Perform other duties as assigned

**Professional Development**

- Maintain licensure with the Texas Board of Nurse Examiners as a Registered Nurse

- Maintain certification in CPR, vision, hearing and Acanthosis Nigricans screening

- Participate in educational activities through workshops, seminars, staff development, and/or professional associations related to the profession of school nursing that improve personal performance and leadership skills

- Model behavior that is professional, ethical and responsible

**Supervisory Responsibilities:**

Direct the work of licensed vocational nurse (LVN) and assigned health clinic aide(s).

**Mental Demands/Physical Demands/Environmental Factors:**

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

**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:** Exposure to biological hazards, bacteria, and communicable diseases

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

**Adapted from Recommended School Health Staff Roles published by the Texas Department of Health School Health Advisory Committee, January 14, 2013 and Standard of Professional School Nursing Practice, 2011*

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 skills that may be required.

Employee Print Name _____

Employee Signature _____ Date _____