Job Title: Special Needs Registered Nurse

Reports to: Director of Student Services and District Nurse
Classification: Non-Exempt
Status: Part-Time/10 Months
Created/Revised: January, 2019

Job Purpose

The Registered Nurse (RN) assists in coordinating and providing health services to students with special needs within the School District of Elmbrook. The RN will serve as a member of the IEP team, the RN provides both direct and indirect services to promote the safety and optimal care of students who have specialized medical needs. The RN ensures that these services are carried out and comply with Federal and State laws and standards. The RN provides supervision of the licensed practical nurse (LPN) and unlicensed assistive personnel (UAP's). The RN provides academic and social-emotional supports to the students.

Essential Functions and Responsibilities

The duties and responsibilities described below are considered the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Effectively carries out practitioner orders as outlined by Wis. Stat. sec 118.29 with respect to Wisconsin Nursing Practice Act as outlined in Chapter N6. Special Needs 1:1 Registered Nurse may be responsible for performing medical procedures such as, but not limited to: utilization of the nursing process and maintaining the standard of practice as deemed appropriate by the WI Nursing Practice Act
    - Administering oxygen
    - Administering of medications (any route)
    - Wound care
    - Catheterization
    - Tracheostomy care
    - Specialized feeding (e.g., g-tubes, children with choking concerns)
    - Breathing Treatments
    - Personal cares
    - Non delegated tasks: assessment and evaluation, IV Therapy, complex nursing tasks
- Delegation to LPN's and UAP's providing staff training, competency evaluation and continued supervision for prescribed interventions, along with the administration of prescription and non-prescription medication at school per the DPI and Wis.Stat. sec 118.29
- Maintains clear documentation of assessment, interventions, outcomes, and evaluations of student cares provide in a format approved by the Elmbrook School District
- Maintains treatment log as needed for billing purposes. Also clearly documents UAP

training, competency, and evaluation
- Preparing and accompanying students into the community on curriculum related outings, including preparing UAP's through education and training to provide a continuum of care.
- Participate in student IEP evaluations and reevaluations and develop, student health care plans and emergency planning, for students with significant and chronic health needs with the input of the student's family and practitioner(s)
- Refers to emergency situations to parents, physicians, and hospitals, referring non-emergency situations to parents and/or appropriate school personnel
- Actively collaborates with staff, students, families and outside health care providers to promote self-management and optimal care during school hours; with respect to HIPPA/FERPA
- Educates interdisciplinary team to student-specific health interventions, goals and potential and expected outcomes. The educational team will also be educated about their various roles in carrying out an emergency plan
- Maintain knowledge about current standards of practice along health laws and regulations to guide nursing practice. Seeks additional educational opportunities to stay abreast of current practice standards
- Advocates for the delivery of dignified, culturally competent, developmentally appropriate health care
- Actively participates in the development and continuous improvement of systems that improve patient outcomes through evidence-based research and acceptable standards of care
- Act in a consultant role with IEP Team and provide health assessments for students being evaluated
- Supervise student on District provided transportation to and from school
- Supervise LPN/UAP's providing care for students
- Provide academic and social-emotional support to student in school
- Other duties as assigned

Knowledge, Skills and Abilities

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required at the time of hire, or for the continuation of employment.

Skills and abilities:
- Ability to work effectively, collaboratively and positively with administrators, counselors, staff, parents, students, and the public.
- Ability to learn and use system technology.
- Ability to use a positive, caring, supportive approach while working with a variety of people.
- Ability to initiate, prioritize and implement responsibilities without direction.
- Ability to work independently, make sound judgments, organize, plan and balance multiple priorities.
- Ability to maintain a high degree of confidentiality of District, school, and student

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information.
- Ability to maintain self-control and handle complaints and requests for information in an effective, positive and efficient manner.
- Ability to operate a variety of office machines including fax machine, telephone, calculator, photocopiers, computers, and various software and equipment, etc.

Language skills:
- Ability to read, analyze, and interpret handbooks, manuals, budget reports, etc.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of administrators, Board of Education, staff, students, parents, and the general public.

Mathematical skills:
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to do statistical typing with a high level of accuracy.

Reasoning ability:
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions with several abstract and concrete variables.
- Ability to use good judgment and effectively solve problems.

Working Conditions

This job is performed in a school office setting. Occasionally the job requires work to be performed at a variety of District locations.

Physical Requirements

The physical and work environment described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.
- Specific vision abilities required by this job include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee may be required to Frequently stand, walk, twist, bend, sit, talk or hear. The employee may Frequently use hands to finger, handle or feel objects or controls. The employee may Occasionally stoop kneel crouch or crawl. The employee may Regularly reach with hands or arms. The employee may Regularly lift and/or move up to 10 pounds; Occasionally lift and/or move up to 25 pounds; Rarely/Never lift and/or move up to 50 pounds.

Education and experience

- Minimum of Nursing Diploma, Associate's/Bachelor's degree preferred.

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Licenses and Certifications

- Current Wisconsin State licensure as a registered nurse; preferred BSN or MSN, Current Tracheotomy Certification, Current CPR and AED certification
- Have a valid driver's license and vehicle to drive between schools
- Maintain a Special Education Assistant license through the Department of Public Instruction

EEO Statement

The School District of Elmbrook does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the School District of Elmbrook reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

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