TITLE: Substitute Nurse

QUALIFICATIONS:
Registered Nurse, licensed by the State of Tennessee.
Current CPR Certification

JOB GOAL:
The school nurse supports the school staff in assessing the health needs of students and develops emergency care plans and individual health plans. The major focus is the prevention of illness and disability and the early detection and correction of health problems. The school nurse will provide a wide range of services, education, and resources to staff, students, and their families to prevent illness and promote wellness within the school and community.

ESSENTIAL FUNCTIONS or DUTIES:

- Assess and provide appropriate first-aid, skilled nursing care, and emergency care to students and staff without immediate supervision, maintaining adherence to legal and professional standards, including patient confidentiality.
- Interprets the health status of students to parents and school personnel.
- Assess students referred for illness and injury to attend to their immediate needs, initiate follow-up care, and provide resources as needed.
- Collaborates with the registered nurse, student, parents, teachers/school staff, and healthcare provider to develop and implement individualized health plans for all medically fragile students and students with chronic health issues.
- Assess situations involving student safety and abuse (physical, sexual, drug, etc.) to identify problems and refer for proper treatment in compliance with state and school district regulations, protecting the privacy of the student.
- Administration of medication and treatments for the purpose of providing necessary care for students who are ill, injured, or medically fragile in accordance with state laws and school district policies.
- Provide health screenings as mandated by state guidelines in order to identify potential barriers to the learning process.
- Initiate referrals to community health resources for failed school screenings and assist families with resources to ensure follow-up with appropriate providers for evaluation and treatment.

- Provide routine first-aid and skilled nursing care to school staff that becomes ill or injured at work and assist in directing the employee to appropriate building personnel for handling the response to injury per school district guidelines.
- Report health and safety issues (fights, suspected child or substance abuse, suspected bullying) to the school principal or assigned administrator for the purposes of maintaining students' personal safety and a positive learning environment.
- Provides ongoing health education on a wide variety of healthcare and lifestyle topics to students, parents, and school personnel for the purpose of preventing illness and injuries.
- Participates as the health team specialist if needed on the child education evaluation team to develop the IEP or a 504 plan. Recommends and assists in implementing modifications of school programs to meet the student's health needs.
- Reviews student health form at the onset of each school year and communicates with parent/guardian to initiate any necessary health care plans for the student.
- Maintains documentation of student clinic visits and nursing care provided on an individual student record in accordance with legal requirements and professional recommendations.
- Must obtain TennIIS Expanded User Access Certification
- Monitors immunization and physical examination compliance as state laws and school district guidelines are mandated.
- Prepares state reports (i.e. immunization status report, data compliance report, etc) and submits them in a timely manner to the Coordinated School Health Director.
- Promotes and assists in controlling communicable diseases through monitoring student and staff health status for early detection of contagious illness and disease. Reports increased incidence of contagious illness to principal and district nursing coordinator.
- Monitors and reports communicable illnesses as mandated by the State of Tennessee Department of Health and follows recommended procedures.
- Provides blood-borne pathogen training to school personnel on a yearly basis.
- Must obtain and maintain CPR Current Instructor License.
- Nurses will provide CPR and first-aid training to school and district personnel.
- The registered nurse may provide training for unlicensed assistive personnel utilizing state and district guidelines.
- Participates as a member of the school's health advisory council, "School Safety Team" and as the head of the "First Responder Team".
- Collaborates with cafeteria services and physical education teachers to provide education and promote fitness and healthy eating among students and staff.
- Collaborates with the district nursing coordinator in forming and revising health policies, goals, and objectives for the school district.
- Orders supplies and materials as needed to ensure the efficient and effective functioning of the work unit.
- Participates in continuing education opportunities to promote professional growth.
- Performs all other related duties as assigned by the Coordinated School Health Director or School Principal.
- Other duties as assigned.

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

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; 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 perform the functions of the job satisfactorily 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 a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using the equipment. Flexibility is required to work independently 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 perform the functions of the job satisfactorily 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.

REPORTS TO: Coordinated School Health Director/Principal
FLSA: Non-Exempt

THE ABOVE JOB DESCRIPTION IS NOT TO BE CONSTRUED AS A COMPLETE LISTING OF THE ASSIGNMENTS THAT MAY BE GIVEN TO ANY EMPLOYEE, NOR ARE SUCH ASSIGNMENTS RESTRICTED TO THOSE PRECISELY LISTED IN THE DESCRIPTION.