Substitute School Nurse

Van ISD

Job Title: Substitute School Nurse **Exemption Status/Test:** Nonexempt

Reports to: Health Services Coordinator/Campus Principal **Date Revised:**

Dept./School: Assigned Campus

Primary Purpose:

Implement district school health program and provide direct services to meet the needs of the students and staff under the direct clinical supervision of the school health coordinator or school nurse (RN).

Qualifications:

Education/Certification:
Graduate of an accredited professional nursing education program
Valid Texas license (RN or LVN) issued by the Texas Board of Nursing
Current cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) certificates

Special Knowledge/Skills:
Knowledge of basic first aid
Proficient keyboarding and file maintenance skills
Ability to use software to develop databases and do word processing
Ability to write routine reports and correspondence
Strong organizational, communication, and interpersonal skills

Experience:
One-year experience in health-related position; experience working with school-age children

Major Responsibilities and Duties:

Nursing Services

1. Provide direct care using school health protocols and individualized health plans (IHPs) established by the RN supervisor or medical advisor.

2. Administer medication to students according to board policy and district procedures.

3. Communicate with parents regarding individual students as directed by the school nurse (RN).

4. Provide guidance to unlicensed assistive personnel or other school staff on health related tasks as directed by the RN.

Clerical

5. Maintain accurate and confidential student health records, including immunization records, medication administration records, and individual student treatment records.

6. Compile, maintain, and file all reports, records, and other documents required, including accurate, confidential health records on all students.

Compliance

7. Comply with policies established by federal and state laws, Texas Department of Health rule, State Board of Education rule, and board policy in health services area. Comply with all district and campus routines and regulations.

8. Maintain confidentiality.

Other

9. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

none

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 (under 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.*

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____