

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTION

I. TITLE

Registered Nurse

II. PRIMARY FUNCTION

To supplement the certified school nurse in the smooth and efficient operation of the school health service to realize that services maximize positive impact on the educational environment

III. REPORTS TO

Principal/Supervisor of Health Services

IV. QUALIFICATIONS

- Current license as a Registered Nurse in the State of New Jersey
- Must have professional attitude/personal characteristics
- Good physical health and ability to perform assigned duties
- Current CPR/AED certificates
- Such other qualifications of academic, professional and personal excellence as the Edison Township Board of Education may specify

V. MAJOR DUTIES AND RESPONSIBILITIES

- Supplement the health clinic under the supervision of the certified school nurse
- Assist with examinations
- Maintains records and performs clerical work
- Accompanies a sick or injured person to his/her home or a hospital when assigned
- Reviews health records for state immunizations for all new and returning students. Sends out deficiency notices. Performs periodic review of all student records for immunizations
- Renders first aid for injuries and illnesses and performs Strep testing as necessary
- Weighs and measures students in school in which he or she is assigned
- Dispenses medications according to board policy under the supervision of the certified school nurse as approved by the school physicians
- Records all Mantoux tests on appropriate forms and student health records
- Reviews all new faculty for Mantoux tests
- Maintains records for grade level physicals, records screenings on health records
- Maintains statistics for compilation of Nurse's Monthly Report including accident reports for staff and students
- Sends notices to parents regarding medical examinations
- Performs such other duties as may be assigned by the Principal/Supervisor of Health Services

VI. TERMS OF EMPLOYMENT

In accordance with the provisions of the BOE/ETEA contract

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Job Description/Section IX REGISTERED NURSE

APPROVED: November 22, 2010