



RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

TITLE: Lead Nurse/Health Services Coordinator
REPORTS TO: Director of Special Services
QUALIFICATIONS:

1. New Jersey Department of Education School Nurse certificate.
2. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.
3. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

GENERAL DESCRIPTION:

Serve as the liaison to the administration and the school nursing staff. Assume leadership responsibilities as it relates to the delivery of Health Services as outlined in Board Policies, State guidelines and the NJ Nurse Practice Act.

ESSENTIAL JOB FUNCTIONS:

- Become familiar with the unique challenges of each Nurse's Office.
- Update the Health Services Manual so that policies and procedures reflect state law and current health practices. (ONGOING)
- Involve district nurses in the review of Board policies. Coordinate recommendations for revision and share with the Director of Special Services.
- Maintain compliance with School Health Services Guidelines, authorized under N.J.A.C. 6A:16 - 2.2(e)3.
- Revise and Review Nursing Service Plan according to guidelines/timelines and make recommendations to administration as needed.
- Communicate and coordinate (as needed) that each School Nurse will attend the training relevant to State mandated trainings such as Crisis Intervention.
- Keep abreast of the nurse's involvement and equipment needs for Emergency Response Team and plan in each school. (State mandated)
- Assure that each School Nurse provides the NJ State required health in-services on topics including: Anaphylaxis, Blood Borne Pathogens, Asthma and First Aid to staff in each school.
- Collaborate with the Randolph Public Health Department to develop and implement policies and procedures to assure compliance with all NJ State mandated regulations

Serve as a resource with the following responsibilities relevant to Health Services:

- Resource Nurse for Substitute Nurse Practice Concerns
- Prioritize demands for sub-nurse coverage in the absence of adequate nurse staffing.
- Coordinate staff development and monthly staff meetings for nurses.
- Review monthly reports and make recommendations to administration as needed.
- Participate in hiring and training of substitute nurses upon request.
- Communicate with Health Services Secretary and School Physician.

Act as a liaison between the Administration, Staff, Community, Randolph Township Board of Health and the Nursing staff regarding student Health Concerns.

- Perform new teacher trainings upon request.
- Provide Health Awareness lectures to parents/guardians.
- Handle crisis medical situations, i.e. outbreak of communicable diseases.
- Render Professional advice on all school health/medical matters and confer with school physician as needed.
- Address Health Services concerns of building principals and administration.
- Review Health Supply Order to ascertain cost effectiveness.

HEALTH SERVICES SECRETARIAL DUTIES

- Arrange for Flu shots for school staff.
- Arrange for district wide CPR training.
- Arrange for District Nurses CPR training.
- Arrange for calibration of nursing equipment
- Oversee medical waste disposal process.
- Order supplies: Emergency Cards, A45, Medication Cards, Scoliosis Permission Cards, Student Log sheets, Mantoux serum and Epi-pens.
- Performs such other tasks and assume such other responsibilities as assigned by the principal.

WORK YEAR: Twelve-month position
DATE APPROVED: May 30, 2013
APPROVED BY: Board of Education