



SCHOOL NURSE

GENERAL RESPONSIBILITIES

Under the direction of the principal, the position is responsible for the management and coordination of the assigned school's health services program based on requirements established by school division policies, procedures, protocols, and by local, state, and national regulations and statutes; maintain and operate the school clinic including the supervision of clinic staff.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Ensure compliance with procedures, protocols, and other instructions provided by the coordinator of health services or contained in division manuals and protocols.
- Provide nursing care and physical screening to students; assess students and implement first aid measures for students as needed.
- Assume responsibility for appropriate assessment, planning, intervention, evaluation, management, and referral activities for students.
- Counsel students concerning problems such as pregnancy, sexually transmitted diseases, and substance abuse to facilitate responsible decision-making practices.
- Implement and record required screening programs; notify parents when further medical evaluation is indicated. Establish and update health and immunization records. Prepare and maintain student clinic records and prepare required reports.
- Administer daily and PRN (as needed) medications and nursing care procedures prescribed by the student's physician.
- Initiate emergency procedures for students and staff as needed.
- Develop Individual Health Care Plans and 504 Plans for students on a case-by-case basis.
- Complete the preliminary nursing assessments for students in the child study process.
- Orient the staff and teach specific medical procedures for the evaluation and maintenance of the medically involved student in the classroom.
- Present, train and maintain appropriate standards from OSHA regarding contact with, and possible exposure to blood-borne pathogens and other potentially infectious body materials within the school or employment setting.
- Provide health education and anticipatory counseling.
- Follow procedures for suspected cases of child abuse and neglect.
- Act as a liaison between the school, home health department professionals, and other community agencies.
- Coordinate presentations by various agencies and professionals on pertinent healthcare topics for school staff.
- Maintain clinic equipment and assess the need for consumable supplies on an annual basis.
- Manage the process for third-party billing with Medicaid to obtain reimbursement for skilled nursing care.
- Perform related work as required.

STUDENT LEADERSHIP OFFICE ONLY – Resource Nurse

- Work with school nurses to facilitate the implementation and ongoing functioning of the health services program in individual school sites.
- Substitute as the school nurse in other schools as needed.
- Assist in other resource nurse zones as needed.
- Assist with the orientation and mentoring of newly hired school nurses and update training for nurses.
- Assist with health screening and student health assessments and care.
- Assist school nurses with medical data entry.
- Conduct the *On-Site Observation Checklist* at each assigned school and submit the results to the Coordinator of Health Services.
- Assist the Coordinator of Health Services with various projects and assignments as needed.



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KNOWLEDGE, SKILLS, AND ABILITIES

Must have the ability to use clinic/medical equipment; possess basic pharmacological knowledge; ability to assess emergencies and act accordingly; comfortable knowledge of universal procedures and ability to teach this to others; good oral and written communication skills; basic computer skills; willing attitude to be a part of the school team; strong sense of professionalism; other skills and requirements expected by the nursing coordinator and the school administrators include management and organizational ability, common sense, motivation, positive attitude; and the ability/willingness to participate in ongoing professional and staff development, both independently and through system-offered opportunities.

EDUCATION AND EXPERIENCE

Required: Graduate from an accredited nursing program, licensed as a registered nurse in the Commonwealth of Virginia, and in good standing with the Virginia Board of Nursing.

Resource Nurse: Must have five (5) or more years of current experience in nursing for eligibility to serve in this capacity.

Preferred: Bachelor of Nursing Degree, a minimum of one to three (3) years of nursing experience, and experience in community health, pediatrics, emergency care and triage, psychiatry, and/or a physician's office

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, and reaching. Occasional standing, running, stooping, and physical management that includes supporting individuals with impaired weight bearing or unsteady gaits, repositioning individuals in therapeutic equipment: including use of hydraulic lifts to a maximum of 100 pounds with assistance. Work involves moderate exposure to infectious diseases. Ability to lift over 50 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.

Active Basic Life Support BLS CPR/AED for Healthcare Providers certification with hands-on training.

FLSA status: Exempt	Description: Rev. 9/09, 4/17, 8/18, 7/20, 11/23
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