

# ST. MARY'S COUNTY PUBLIC SCHOOLS LICENSED PROFESSIONAL POSITION DESCRIPTION

## REGISTERED NURSE (SCHOOL HEALTH NURSE)

POSITION: Registered Nurse (School Health Nurse) (eleven-month assignment)

REPORTS TO: Site Administrator/Supervisor

LOCATION: Various Locations

\*Applicants must submit transcripts (unofficial) when applying for this position. Official transcripts will be required at time of appointment.

### NATURE OF WORK:

The school health nurse plans, organizes, implements, and evaluates the school health program for the school to which assigned. The school health program includes health services, health education, and maintenance of a safe and healthful environment. The goal of school health services provided by the school health nurse is to assist students to improve, maintain or adapt their health status in order to strengthen their ability to learn and benefit from educational programs. The school nurse supports student and staff wellness programs. The school health nurse is part of the community emergency response team and assists with shelter and mass care operations as directed by the superintendent or designee.

### ESSENTIAL FUNCTIONS:

- Assesses and evaluates the total health and developmental status of students.
- Plans, with appropriate school personnel, modifications in the school program for students with health concerns.
- Organizes and implements various screening programs and initiates referrals of students as appropriate.
- Maintains, interprets, and evaluates student registrations and medical reports on all students.
- Identifies health-related barriers to learning.
- Serves as the health advocate for all school children focusing on the promotion of healthy lifestyles and the prevention of illness.
- Maintains competencies and clinical nursing skills.
- Provide health assessments, and referral services to students.
- Complies with applicable state, local, and federal laws, rules, and regulations.
- Effectively interacts with people of diverse backgrounds and different levels of experience.
- Writes reports and correspondence with attention to detail.
- Multi-tasks efficiently while managing a high-volume workload in a fast-paced, changing environment.
- Ability to work in a busy environment with many distractions.
- Reports to work daily and on-time.
- Contacts Emergency Medical Services (EMS), in collaboration with site administration, when necessary, to respond to medical emergencies.
- Must be able to fulfill the following physical requirements:
  - Ability to move quickly to ensure a person's safety on school grounds
  - Ability to safely bend, twist, and lift to assist individuals movement from one surface to another
  - Ability to provide chest compressions necessary for CPR, first aid, and AED set up
  - Ability to provide emergency medications
  - Ability to stand/walk on tile and/or concrete flooring for extended periods
  - Ability to lift and support students who need to be physically moved

- Ability to kneel to support student emergencies
- Ability to carry emergency supplies to locations on school property
- Ability to use hands and fingers to handle or hold objects
- Ability to visually and auditorily observe and assess students

## DUTIES AND RESPONSIBILITIES:

### (10 Month)

- Provides coverage for health rooms as needed and as assigned by the Supervisor of Health Services.
- Obtains and organizes needed medical and administrative supplies necessary to provide health services.
- Shares information with school personnel regarding health concerns of students that might affect their learning and behavior in the school environment.
- Participates in multidisciplinary teams contributing relevant health information.
- Maintains, interprets, and evaluates cumulative health records and medical reports on all students.
- Obtains health reports from medical sources and interprets these findings to school personnel.
- Monitors compliance of students with immunization and communicable disease regulations.
- Provides emergency care for the ill and injured school population, and refers them to an appropriate source of medical care.
- Provides prescribed medical care to students and instructs school staff in skilled care when legally appropriate.
- Collaborates with school and community agencies to provide educational, social, and health services to the local school population and to the community and is part of the community emergency response team as necessary to assist with shelter and mass care operations.
- Instructs and supervises students, student nurses and volunteers working in the health room.
- Provides appropriate teaching methods to promote an optimal level of wellness for students.
- Serves as a health educator to students, parents, and school staff, assisting them toward assuming responsibility for their individual and family health.
- Develops health education activities based on an assessment of the health needs of the local school community.
- Cooperates with health agencies in the control of communicable diseases.
- Assists in periodic inspections of the school environment for safety and health hazards.
- Continues professional and personal growth by training to become a CPR/AED/FA instructor, attending conferences, workshops, and in-service/graduate courses related to education and health.
- Attends and participates in school, staff, and community meetings.
- Performs other duties as assigned.

### (11 Month)

- Collaborates with the Supervisor of Health Services by providing input and suggestions for developing and revising standardized procedures for the healthcare of students.
- Assists in the preparation of district, state, and federal reports.
- Communicates with school health professionals as directed by the Supervisor of Health Services, regarding summer program assignments/tasks, as needed.
- Assists in organizing and implementing flu clinics and assessing summer program needs for school nurses.
- Assists with the coordination of professional development for school nurses by providing input and suggestions to the Supervisor of Health Services.
- Provides input and suggestions to the Supervisor of Health Services for the development and revision of program policies, regulations, procedures, guidelines, and standards of care.
- Serves as a resource to school nurses, administrators, and staff members in matters of health and wellness.
- Positively interacts with others.
- Works well under pressure and meets deadlines.

#### QUALIFICATIONS:

- Baccalaureate Degree in Nursing preferred;
- License to practice as a registered professional nurse in the State of Maryland;
- Current cardiopulmonary resuscitation, first aid, and AED certification;
- At least four years of experience in school nursing, community health nursing, or related clinical field;
- Demonstrates consistent effective or highly effective performance evaluation ratings;
- Organizational and administrative skills to implement and promote the school health program;
- Case management and interdisciplinary collaborating skills;
- Excellent interpersonal communication and health counseling skills; and
- Knowledge of pediatrics and adolescent medicine as well as nursing theory.

#### TERM OF EMPLOYMENT:

Full-time eleven-month position.

#### SALARY GRADE RANGE:

The salary for this EXEMPT position will be based on EASMC salary schedule (#2) for eleven-month employees.

June 2018