

SCHOOL NURSE

DEFINITION:

The District Nurse shall work directly under the supervision of the Health and Wellness Programs Director and will adhere to applicable laws, rules and regulation of the school district governing board. Provides case management services, actively collaborates, and implements health care services to individuals with others to build student and family capacity for self-management, self-advocacy, adaptation, and learning.

QUALIFICATIONS:

Experience: 1 year in a clinical setting (preferred).

Education:

- Licensed California Registered Nurse, Health and Development Credential, or Standard Designated Services with Specialization in Health, or School Nurse Services Credential (within five years of receiving preliminary CTC credential).

Other:

- Current CPR Certification and AED Certification
- School Audiometric Certificate (preferred)
- Valid California Driver's License
- TB skin test (every 4 years after hire)
- DOJ finger printing

DISTINGUISHING CHARACTERISTICS:

- Promote a professional, positive, and productive work environment.
- Demonstrates in all of his/her work a sound educational and professional philosophy in harmony with the basic principles of the Office of Health Programs. Implements the philosophy, goals, objectives, and policies of the District as adopted by the Board of Education.
- Provides for professional growth and maintains professional competence.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- School nurses in the District are itinerant. This position may require driving personal vehicle to various school sites to attend to the healthcare needs of students.
- Demonstrates awareness of current district policies and procedures for first aid, medication administration, health-related procedures, and mental health/safety.
- Adheres to the Code of Ethics as stated in District policy. Shall be familiar with and exercise the District evaluation procedures as they pertain to assigned personnel.
- Interprets school health policy and acts as a liaison and resource to the staff, students, parents, contracted non-public agencies/schools, community, and medical profession.
- Respects and adheres to the confidentiality concerning privileged information, per FERPA and HIPAA laws.
- As a Mandated Reporter, reports any suspected neglect or abuse directly to Sacramento County Child Protective Services.
- Maintains Infant, Child, and Adult CPR, and AED Certifications.
- Develops knowledge in the use of school health electronic records, online immunization registries, public health tracking systems, office software programs such as Microsoft Word and Microsoft Excel, and website programs.
- Participates in Medi-Cal / LEA billing in an accurate and timely manner.
- Uses Universal Precautions in body fluid management and helps maintain a clean and safe health office environment.
- Plans for basic first aid service and providing emergency nursing services or phone triage to school staff for ill or injured pupils.

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- Shall supervise and train appropriate employees and provide work direction in the delivery of health services and required in-service training activities.
- Assists the staff during medical and mental health crisis. Attends meetings called by an administrator. Notifies parents of pupils about illnesses and potential health problems and provides health counseling toward pursuit of appropriate action.
- Arranges the procedure for the administration of a student's medication at school.
- Act as a supporting participant in implementing a comprehensive health instruction curriculum for students as appropriate.
- Gathers and prepares health information for Special Educations Programs' Admission and Discharge Committees. Serves as part of the Special Education team, makes home visits, obtains health histories, administers vision and health screening, and informs team in a written report.
- Attends student-focused meetings such as IEP meetings, Section 504 meetings, and parent conferences.
- Interprets health and developmental assessment to parents, teachers, administrators, and other professionals directly concerned with the student including to members of the Individual Educations Plan (IEP) teams.
- Acts as a resource to the classroom teacher and school administrator: Serve as a technical and health education resource to students, personnel, and the community; respond to inquiries and provide information; communicate the condition of students with health liabilities to teachers; provide health history and related information as necessary.
- Assists in obtaining health services for students. Act as a consultant for schools by providing current scientific information regarding nutrition, preventive dentistry, mental health, genetics, communicable diseases prevention, self-health care, consumer education, and other areas of health and to conduct in-service training on these topics as appropriate.
- Communicates with primary care providers and modify student health care plans and/or medical orders accordingly.
- Refers the student and parent/guardian to appropriate community and school- sponsored resources for necessary health-related services.
- Prepares required reports and forms that may be called for in the management of the health program. Assess and evaluate the health and developmental status of students to identify specific physical disorders and other factors relating to the learning process. Creates and maintains Student Emergency Care Plans as needed.
- Reviews school immunization records pursuant to California Education Code requirements and assist schools in reaching compliance for all students.
- Screens students' vision and hearing in accordance with the California Educational Code.
- Records pertinent health information in the student's health record.
- Consults with the administrator regarding the safety factors and health conditions of the school.
- As appropriate, the school Nurse may serve on school and District-wide committees.
- Participates in TB clinics, VFC clinics, and other Health and Wellness Programs per department policy.
- Attends staff meetings and in-services trainings as required/assigned.

KNOWLEDGE:

- California Education Code.
- Diagnostic methods for medical conditions and diseases.
- Operation of standard office equipment including a computer and assigned software.

ABILITIES AND SKILLS:

- Provide school health and nursing services to students.
- Promote health and prevention education and safety.
- Communication effectively both orally and in writing.
- Establish and maintain a respectful, cooperative, and effective working relationship with others.

- Learn District organization, operations, policies, objectives, and department goals.

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- Organize and plan workflow.
- Follow department and district-level initiatives and directives.

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.