JOB DESCRIPTION
Park Hill School District

Nurse II – Registered Nurse – Float Educator/Trainer

Purpose Statement

The job of Nurse II - Registered Nurse – Float Educator/Trainer is done for the purpose/s of assessing the education and training needs of nursing staff, health needs of students; developing emergency care plans and individual health plans, incorporating input from parent and/or physician; complying with the laws relating to student health, including parental and guardian consent; providing appropriate care for ill, medically fragile and/or injured students; providing health information and serving as a resource to teachers, staff, and administrators; and identifying health problems for referral for proper treatment.

This job reports to the Director of Health Services

Essential Functions

- Assists the District RN with daily staffing needs to ensure all building health rooms are appropriately staffed.
- Assists Director of Health Services and District RN in planning Back-to-School meeting and monthly professional development for nursing staff.
- Collaborates with District RN to prepare orientation and training for each new school nurse.
- Supports building nurses to provide specialized education/training to meet the needs of each building nurse and building as needed.
- Assist District RN with planning and implementation of Foat Nurse meetings.
- Assists District RN in completion of Quality & Assurance checklists for each health room across the district and provide input for continuous improvements.
- Will serve as a Float RN to ensure all buildings are adequately staffed.
- Administers mandated screenings (e.g. vision, dental, hearing and/or back/scoliosis screenings, etc.) for the purpose of referring medical conditions and/or providing appropriate care for ill, medically fragile and/or injured children.
- Administers first aid, medication and specialized medical treatments (e.g. oral suctioning, catheterization, etc.) for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
- Assesses situations involving students' safety and other health related issues (e.g. abuse (physical, sexual, drug, etc.) for the purpose of identifying problems, referring for proper treatment and complying with legal requirements.
- Audits immunization status of all students for the purpose of keeping the district in compliance with the Missouri Division of Health and notifying parents of deficiencies and the steps to comply with immunization requirements.
- Collaborates with parents, students, health care providers, and/or public agencies (e.g. IHPs and EAPs, etc.) for the purpose of promoting and/or securing student health services; providing information and complying with legal requirements.
- Conducts site assessments (e.g. health issues, student health records, emergency preparedness, etc.) for the purpose of identifying issues and/or providing recommendations for improving safety and accessibility.

- Conducts age appropriate programs and/or activities in conjunction with classroom curriculum (e.g. health education, nutritional workshops, etc.) for the purpose of supporting established lesson plans.
- Consults with school personnel, families, and children on a variety of health related subjects (e.g. CPR, disaster preparedness, child abuse, health education, medication management, policies and procedures, substance abuse, growth and development, food allergies, STDs, hygiene, etc.) for the purpose of promoting a healthy lifestyle and/or acting as a resource to students, teachers, and other school personnel.
- Assists/trains the building nurse in developing individual student care plans (e.g. IHPs, EAPs, etc.) for the purpose of addressing students' health needs, providing direction to site personnel, and/or implementing directions provided by parents and/or physicians.
- Implements health care plans for students with health problems (e.g. diabetes, etc.) for the purpose of meeting the needs of students with chronic health problems and/or accommodation requirements.
- Maintains student's confidential files and records (e.g. health care plans, agency referrals, accident reports, etc.) for the purpose of providing information required by legal requirements and professional standards.
- Monitors students referred for illness and/or injury for the purpose of attending to their immediate health care concerns and initiating follow-up care.
- Participates in a variety of meetings (e.g. workshops, seminars, interdisciplinary teams, etc.) for the purpose of gathering, conveying and/or sharing information on student health needs, service delivery, and educational programs; and/or improving skills and knowledge.
- Refers students requiring additional medical attention (e.g. severe in-school injuries, symptoms of contagious disease, etc.) for the purpose of providing required follow-up treatment and services.
- Reports health and safety issues to assigned administrator and appropriate agencies (e.g. fights, suspected child or substance abuse, contagious diseases, etc.) for the purpose of maintaining students' personal safety, a positive learning environment and complying with regulatory requirements and established guidelines.
- Researches a variety of topics relating to health and medical care (e.g. wellness, nutrition, treatment protocols, childhood diseases, etc.) for the purpose of providing information to staff, students, parents, and the public.
- Responds to crisis situations (e.g. suicides, shootings, etc.) for the purpose of providing emotional support to students and staff.
- Responds to emergency medical situations (e.g. severe falls, prescription reactions, bleeding, etc.) for the purpose of ensuring appropriate immediate medical attention and related follow-up action.
- Serves as liaison between home and school in all health matters (e.g. immunizations needed, chronic illness treatment, contagious disease outbreaks, etc.) for the purpose of facilitating follow-up medical care and/or promoting access to health care providers.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; handling hazardous materials/waste; operating equipment used in clinical setting; operating standard

office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures; stages of child development; pediatric and family nursing practices; community health concepts; and pertinent policies, codes, regulations and/or laws.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; dealing with distraught, angry or hostile individuals; maintaining confidentiality; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the organization’s services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is required.

Education Targeted, job related education with study in job-related area.

Equivalency

Required Testing

Physical Capacity Assessment

Certificates

Registered Nurse licensed from the State of Missouri

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Range