

## Mt. Diablo Unified School District

### Credentialed School Nurse

**Primary Function:** Under the direction of the Director of Student Services or his/her designee, including site principals, the Credentialed School Nurse develops and maintains a broad program of health services designed to protect, maintain, and enhance the health of students. The Credentialed School Nurse strengthens and facilitates the educational process by improving and protecting the health status of students. The Credentialed School Nurse will identify and assist in the removal or modification of health-related barriers to learning. The major focus of school health services is the prevention of illness and disability, and the early detection and correction of health problems. Credentialed School Nurses shall be evaluated by the Director of Student Services or his/her designee in accordance with an evaluation of their performance in relation to the Standards adopted between the District and the Mount Diablo Education Association.

#### Duties and Responsibilities:

1. Participate as a contributing certificated member of the school community.
2. Maintain and review student health records to identify and interpret present and potential health problems to staff.
3. Coordinate and monitor student medication and treatment.
4. Design, implement, and monitor individualized healthcare plans for students with health conditions to ensure that their health needs are being met in the school setting.
5. Contribute as appropriate to student support programs such as the Student Success Team, CARE Team, Student Attendance Review Board, Section 504 Plan Team, and/or IEP Team to report results of student health assessments and prominent health information.
6. Conduct state-mandated health screenings (eg. vision and hearing). Provide appropriate follow-up to include: interpreting results to staff, parent/guardian notification of potential health problems, and assisting parent/guardian to access appropriate care as needed.
7. Record the results of health screenings and other significant health information in students' health records.
8. Review all student immunizations for compliance as required by state law for entrance in California Public Schools and follow up on cases of non-compliance.
9. Review physical examinations for compliance as required by the Child Health and Disability Prevention Program and follow up on cases of non-compliance.
10. Review oral health assessments for compliance as required by California law and follow up on cases of non-compliance.

11. Monitor district licensed and unlicensed assistive personnel (UAP) who perform Specialized Health Care Procedures with students requiring such services.
12. Facilitate the provision of services of contracted personnel who perform Specialized Health Care Procedures.
13. Conduct staff in-services on health-related matters in the school setting, e.g. chronic health conditions, emergency medication, communicable disease, etc.
14. Act as liaison between families, staff, health care providers, and community agencies regarding students' health needs.
15. Assist in planning for emergency care for illness or injury of students/staff on school premises, including the development of emergency care plans for students with life-threatening conditions.
16. Assist in the control and prevention of communicable diseases by coordinating with community public health agencies and providing information to staff, students, and parents about protective measures against communicable diseases.
17. Promote a healthful and safe school environment by reporting to the administrator any condition of health and/or sanitation that may need correction.
18. Participate in the establishment of health-related protocols and policies.
19. Fulfill the mandated reporting responsibilities related to child abuse and neglect.
20. Conduct home visits when appropriate.
21. Complete required annual reports.
22. Submit appropriate documentation for reimbursement in a timely manner.
23. Perform other non-instructional health-related duties and responsibilities as assigned by the Director of Student Services or his/her designee

#### Knowledge and Skills

1. Knowledge to interpret medical information and provide school staff with an understanding of student health needs in the school environment and during other school activities.
2. Knowledge of child and adolescent development (physical, cognitive, behavioral, emotional) and ability to use this information to provide staff with insight to support student health needs.
3. Ability to work effectively with all segments of the educational community and general public.
4. Knowledge of the IEP and Section 504 process and related school district policies and procedures.
5. Knowledge of California Immunization Requirements
6. Demonstrate effective oral and written communication skills

#### Minimum Qualifications, Education, Licenses, and Other Requirements

1. Bachelor's Degree

2. Valid California Registered Nurse License
3. Valid California School Nurse Services Credential
4. Valid California School Audiometrist Certificate
5. Valid Cardiopulmonary Resuscitation (CPR) certificate and standard first aid certificate
6. Valid California Driver's License

#### Work Schedule

The Credentialed School Nurse, a member of Mt. Diablo Education Association, is bound by the provisions of the contract regarding working hours, lunchtime, and personal/planning time.

Updated December 9, 2016.

Adopted by the Mt. Diablo Unified School District Board of Education: May 22, 2017