



# RIALTO UNIFIED SCHOOL DISTRICT

## SCHOOL NURSE Job Description

### DEFINITION

A school nurse must perform all duties and responsibilities related to preventive health, health assessment, and referral procedures. The school nurse strengthens and facilitates the educational process by protecting the health status of children and by identification and assistance in the removal or modification of health related barriers to learning in individual children. School nurses are supervised by the Coordinator of Health Services. The school nurse has completed or is in the process of completing the additional educational requirements for possession of a School Nurse credential.

### ESSENTIAL DUTIES

- Provides leadership in the development of the school health program.
- Performs state mandated vision screening, hearing screening, scoliosis screening, and follow-up; completes required annual state reports and mandated cost reimbursement forms.
- Implements state policies concerning the administration of medication.
- Participates in the evaluation and placement of pupils recommended for special education programs; completes developmental history reports and serves as a member of the IEP team.
- Recommends modification of the educational program when health or development status of pupil indicates need for such actions.
- Informs teachers and counselors of physical or health liabilities of pupils.
- Counsels with pupils and parents regarding health needs; assists in the referrals of students to private physicians and/or community agencies all who have physical problems requiring care.
- Performs professional nursing duties necessary to prevent and control communicable diseases in the schools and community, (i.e., lice, chicken pox, impetigo, etc.).
- Interprets immunization regulations, monitors compliance, and completes required state and county immunization reports. Provides immunizations and TB skin tests, referrals, and follow-up for students and staff.
- Participates in major emergency care of pupils; interprets to staff members procedures to enable them to perform first aid measures; assists in completing accident reports.
- Maintains complete and current health records for all pupils.
- Develops specialized health care procedures and provides related training and supervision of involved school personnel.
- Assists in the identification of pupils who need designated instructional services or specialized physical health care services and health nursing (DIS/HN); provides direct health service training to assigned staff and/or provides counseling appropriate to meet the individualized need of DIS/HN students.
- Performs activities necessary to implement the child health and disability prevention physical examination program.
- Maintains and promotes effective communication between parents, private physicians and agencies regarding the health and social needs of school children.
- Serves as a resource/health consultant to pupils and staff.
- Provides health education to students and staff as directed.
- Assists in promoting a healthful, safe school environment.
- Assumes responsibility for continuing education and professional development of self and contributes to the professional development of others.
- Supervises and participates in the training of health clerk.
- Provides a safe and efficient health office.
- Develops plans for eliminating, minimizing, or accepting health problems of the pupils which interfere with effective learning.
- Assumes responsibility for the maintenance and improvement of professional competencies.
- May perform CHDP exams as directed and license allows.
- Assists with verification of selected pupil absences by home or telephone contact with parents.
- Performs other duties as assigned by the site administrator or coordinator, Health/Nursing Services.
- Delivers a high quality of care to new students.
- Uses the results of this care to initiate appropriate changes in her nursing practice.
- Analyzes nursing activities and their results to initiate changes in the delivery of health services to students and staff.

- Participates and collaborates with interdisciplinary teams to insure appropriate delivery of health services.
- Supervises the delivery of health services in concert with professional standards of practice, relevant statues and regulations.
- Evaluates the delivery and outcomes of health services.
- Develops the appropriate action plans to achieve identified goals.
- Utilizes community resources for continual improvement in quality delivery of health services.
- Participates in ongoing educational activities to enhance knowledge and competency in school nursing practice.
- Seeks out experiences which develop current clinical expertise.
- Develops and implements health education programs and/or in-services beneficial to students, staff (including District administration and school board), parents, community, and professional colleagues.
- Positively interacts with other health care providers as colleagues.
- Shares knowledge and skills with colleagues.
- Contributes to a healthy and supportive environment of school health services and helps create a powerful work environment.
- Makes decisions and takes actions on behalf of students and families.
- Acts as a student advocate and assists students to develop skills to advocate for themselves.
- Seeks out or develops resources to improve and enhance student health outcomes.
- Has made a significant difference in the life of an individual or a group of students/families.
- Collaborates with students, families, staff, and colleagues in a manner resulting in quality health care.
- Makes a positive impact on collaborative activities in a variety of professional settings including District meetings and professional organization activities.
- Makes referrals to care provides and/or community agencies which enable continuity of student care.

## **QUALIFICATIONS**

### **EXPERIENCE AND EDUCATION**

- Possession of a Bachelor of Science in Nursing or related field
- Possession of/eligible for a valid California credential authorizing service as a School Nurse
- Possession of a current R.N. license and ability to maintain license through CEU accreditation
- Possession of a current California State Driver License and ability to be insurable
- Possession of a current First Aid and CPR certification
- Fingerprints on file as required by State Law
- TB Skin Test as required by State Law

### **PHYSICAL DEMANDS**

#### **Physical class:**

**Moderate** - lifting 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 20 pounds.

#### **Work area requirements:**

Regular classroom, in the common areas, parking lot, bus stop areas and possibly field trips. Ability to transverse any part of a 10 acre campus which would include asphalt, sidewalks, grass on playgrounds, dirt.

#### **Physical requirements:**

The time requirements are listed considering this wording and meaning:

Occasionally/low - up to 3 hours

Frequently/Medium - 3 to 6 hours

Constantly/High - 6 to 8 hours

Stooping: Occasionally

Bending: Occasionally

Lifting: Occasionally

Reaching: Occasionally

Handling: Occasionally

Crouching: Occasionally

Grasping: Occasionally

Fingering: Occasionally

Carrying: Occasionally

Standing: Frequently

Kneeling: Occasionally

Sitting: Occasionally

Walking: Occasionally

Push/Pull: Occasionally

\*Driving: Occasionally

**\*Possession of a current California Driver's license, a DMV printout and the ability to be covered by the company auto insurance is required.**

**Frequent motion:**

Twisting:	Occasionally
Wrist flexion:	Frequently
Elbow flexion/extension:	Frequently
Reaching to shoulder level:	Occasionally
Forward shoulder/neck flexion:	Occasionally
Reaching to above shoulder level:	Occasionally
Reaching below shoulder level:	Frequently

**Sensory requirements:**

Ability to see:	Constantly
Ability to hear:	Constantly
Ability to talk:	Constantly
Ability to smell:	Constantly
Ability to touch:	Constantly

**Must be able to deal with these environmental considerations:**

Heat:	No
Odor:	Yes
Noise:	No
Humidity:	No
Moisture:	No
Fluorescent lights:	Yes
Floor may be slippery at times:	Yes
Working in close quarters with others:	Yes
Working inside:	95% of the day
Working outside:	5% of the day

**This job requires:**

Alertness:	Yes
Attention to detail:	Yes
The use of two hands:	Yes
Recall of names and dates:	Yes

Ability to work in temperatures down to 40 degrees and up to 105 degrees.

**Ability to deal with psychological factors:**

Team work:	Yes
Frustration:	Low
Repetitive tasks:	Low
Level of responsibility:	High
Must keep up with schedule:	Yes
Able to work overtime as needed:	No
Dealing with angry parents, students:	Rare

**Physiologic factors:**

Must maintain a high level of consciousness:	Yes
Orientation to time, place or person:	Yes
Ability to read at 12 <sup>th</sup> grade level:	Yes
Ability to comprehend and follow directions:	Yes
Able to keep up a high activity level during the shift:	Yes

mt: 10/2010