



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	School Nurse
SCHOOL/DEPARTMENT	Assigned School
SALARY	Per salary scale
FLSA STATUS	Exempt
REPORTS TO	Principal and Director of Student Support
SUPERVISES	Family Specialist
WORK WEEK SCHEDULE	Monday – Friday
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	10

POSITION PURPOSE:

The School Nurse oversees the management and coordination of the assigned school's health services program based on requirements established by school division policies, procedures, and protocols, as well as local, state and national regulations and statutes. It is the role of the School Nurse to perform emergency medical and administrative work providing preventive and acute health care as part of school's exceptional children's services. Work involves administering a variety of health care services, including health screenings and medical examinations and treatments, to school children with a variety of physical and mental handicaps. Performing emergency medical functions may include administering drugs, performing pulmonary ventilation by means of an esophageal obturator airway, and obtaining blood for laboratory analysis. Work also involves providing training for exceptional children's services teachers in first aid, emergency care and specific treatments; assisting and advising school teachers, staff and students' parents in matters pertaining to the health of students; and serving as a liaison between the school and private medical professionals, clinics, and human services agencies. The School Nurse is also required to maintain a variety of records and reports pertaining to health screening activities, emergency incidents, the status of individual students, etc. The School

Nurse is exposed to the normal hazards of emergency medical work, including risk of exposure to infectious diseases.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of the North Carolina Nurse Practice Act
- Thorough knowledge of universal procedures for communicable diseases and blood borne pathogens
- Thorough knowledge of potential health problems of school-age and adolescent children, both healthy and regarding those with chronic and/or handicapping conditions
- Thorough knowledge of emergency and routine medical procedures
- Considerable knowledge of health care agencies and institutions in the area
- Considerable knowledge of current literature, trends and developments in the field of school nursing
- Advanced skills in performing health screenings and medical examinations
- Ability to perform a variety of emergency medical procedures
- Ability to train others in first aid and emergency care
- Ability to assess the needs of students and develop a plan to meet those needs
- Ability to communicate effectively both orally and in writing
- Ability to operate standard office, word and data processing equipment
- Ability to maintain complete and accurate records and to develop simple reports from those record
- Ability to establish and maintain effective working relationships as necessitated by work assignments
- Strong sense of professionalism
- Demonstrated ability to work as part of a school team
- Ability/willingness to participate in ongoing professional and staff development, both independently and through system-offered opportunities

EDUCATION, TRAINING, AND EXPERIENCE

- Bachelor's Degree from an accredited institution in Nursing
- Three (3) to five (5) years of professional nursing experience
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Registered as a Nurse by the North Carolina Board of Nursing
- Current School Nursing certificate, or be eligible to obtain one within three (3) years of employment
- Active Basic Life Support BLS CPR/AED for Healthcare Providers certification with hands-on training
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- RN or LPN certification
- Five (5) years of experience serving as a School Nurse in a public school setting
- Nursing experience in community health, pediatrics, emergency care and triage, psychiatry, and/or a physician's office
- Spanish Speaking

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Ensure compliance with procedures, protocols, and other instructions provided by Health Services or contained in division manuals and protocols
2. Provide nursing care and physical screening to students
3. Assess students and implement first aid measure for students as needed
4. Assume responsibility for appropriate assessment, planning, intervention, evaluation, management, and referral activities for students
5. Counsel with students concerning problems such as pregnancy, sexually transmitted diseases and substance abuse in order to facilitate responsible decision making practices
6. Implement and record required screening programs; notify parents when further medical evaluation is indicated
7. Establish and update health and immunization records
8. Prepare and maintain student clinic records and prepare required reports
9. Administer daily and PRN (as needed) medications and nursing care procedures prescribed by the student's physician
10. Initiate emergency procedures for student and staff as needed
11. Develop Individual Health Care Plans and 504 Plans for students on a case by case basis
12. Complete the preliminary nursing assessments and assist the physician with the child-study physical examinations for students a any child study process
13. Orient the staff and teach specific medical procedures for the evaluation and maintenance of the medically involved student in the classroom
14. Present, train and maintain appropriate standards from OSHA regarding contact with, and possible exposure to, blood-borne pathogens and other potentially infectious body materials within the school or employment setting
15. Provide health education and anticipatory counseling
16. Follow procedures for suspected cases of child abuse and neglect
17. Act as a liaison between the school, home health department professionals, and other community agencies
18. Coordinate presentations by various agencies and professionals regarding pertinent health care topics for school staff
19. Maintain clinic equipment and assess the need for consumable supplies on an annual basis
20. Manage the process for third party billing with Medicaid to obtain reimbursement for skilled nursing care
21. Perform additional duties as requested by the Principal

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*