



## POSITION DESCRIPTION

### School Nurse

**POSITION SUMMARY:**

The professional school nurse is responsible for planning, implementing, coordinating and evaluating school health services with the context of their assigned schools.

#### POSITION DESCRIPTION – School Nurse

##### STANDARD

**Environment of Care: Demonstrates knowledge and practice of:**

1. **Safety** - Specific safety risks in the school setting
2. **Security** – Processes for minimizing security risks
3. **Haz Mat/Waste** - Procedures for spills/MSDS
4. **Emergency Preparedness** – Role in emergency situations
5. **Fire Safety** – Role/response in case of fire (actual/drill)
6. **Med Equipment** – Safe operation of equipment (see specific list) user error education
7. **Utility Systems** – Emergency procedures for utility failures

**Infection Control: Demonstrates knowledge and practice of:**

8. Specific policies and procedures
9. Location/use of personal protective equipment
10. CDC Hand Washing Guidelines

**Performance Improvement: Demonstrates knowledge of:**

School system approach to Performance Improvement

**Patient Rights: Demonstrates knowledge and practice of:**

11. Patient Rights and Responsibilities
12. Confidentiality Policy – HIPAA
13. Ethical Issue Resolution
14. Organizational Ethics Policy
15. Restraint Policy & procedure, alternatives to restraints

**Risk Management: Demonstrates knowledge and practice of:**

16. Occurrence Reporting
17. Identify and report occurrences
18. Sexual Abuse/Allegation Reporting

**Certifications**

23. BLS card                      Exp date:

24. Other Certification      Exp date:

**Patient Safety**

25. Non-punitive medical/healthcare reporting
26. National patient safety goals
  - Accuracy of patient identification using patient's name and birth date
27. Fall prevention measures
28. Restraint alternatives
29. Medication safety
  - Look alike, sound alike medications
  - Dangerous abbreviations list
  - Double check system for Insulin
  - Safe storage of medications

**STANDARD**

- 30. Verbal orders repeated and verified
- 31. Sentinel events alert
  - Preventing needle sticks and sharps injuries
  - Child abduction prevention and response

**Core Competencies**

- 32. Participates in the planning, implementing and evaluation of a coordinated school health program
- 33. Assesses and manages health related conditions
- 34. Works in collaboration with others in the school and surrounding community to improve students' health status
- 35. Determines priorities in identifying and managing school health problems. Identifies students with special health care needs.
- 36. Manages health office activities
- 37. Provides health education activities that emphasizes self care, wellness activities, personal health practices and appropriate use of health resources
- 38. Work with others to minimize environmental risk factors within the school setting
- 39. Provide health counseling and guidance to students and their families
- 40. Responsible for monitoring compliance of school health program with federal, state and local laws, regulations and policies.
- 41. Manages program allotment efficiently
- 42. Prepares reports as indicated
- 43. Serve as student/family advocate in regard to decisions affecting the plan of care
- 44. Documents in an accurate, timely manner. Develops and maintains health records on students. Insures completeness and security of the record.
- 45. Identify and document student/family educational needs and implement ongoing education relevant to those needs
- 46. Demonstrates skills of accurate assessment, reassessment, development and implementation of plan of care
- 47. Demonstrates knowledge of specific conditions, disease and treatment therapies for the specific patient population
- 48. Provides first aid care and medically prescribed services
- 49. Demonstrates responsibility/accountability for completion of assignments in a timely manner
- 50. Identifies cultural and religious needs, language barriers, physical and psychological limitations.
- 51. Maintains security of school health supplies
- 52. Serve as a resource person on health issues
- 53. Provides follow up evaluations on students as required
- 54. Recommends corrective actions where problems are identified
- 55. Corresponds with parents on health needs of children
- 56. Demonstrates working knowledge of public health problems and procedures for treatment in coordination with other health and social service agencies
- 57. Demonstrates appropriate response to emergency situation
- 58. Support, advise, counsel and refer children experiencing mental health problems
- 59. Provide care to special needs children, e.g. asthma, diabetes, epilepsy, etc
- 60. Development and monitoring of individual student health care plans for students who require invasive procedures performed during the school day and/or may require adaptation of the health related learning environment or classroom schedule.
- 61. Provision of training for staff regarding chronic illnesses experienced by students at school
- 62. Safely administers prescribed medications. Documents medication administration.

**Age Specific Competencies****Knowledge**

- 63. Demonstrate knowledge of growth and development
- 64. Criteria to identify victims of abuse and neglect

**Skills**

- 65. Performs age specific nursing assessments and develops plan of care for student
- 66. Provides age appropriate nursing care
- 67. Assists in age specific medical data collection for nursing assessments
- 68. Performs age specific treatments utilizing proper equipment
- 69. Assesses age specific safety issues
- 70. Demonstrate age appropriate communication skills
- 71. Demonstrates ability to provide age specific teaching for student/ family/school personnel

**STANDARD**

**Service Standards**

- 72. Is proactive. Anticipates and responds to student/physician/family members/coworkers needs. Demonstrates an energetic and positive approach to work. Is sensitive to customer's physical, social and cultural needs.
- 73. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.
- 74. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.
- 75. Gives all customers their full attention and treats them with dignity, respect and understanding.
- 76. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.
- 77. Safeguards patient confidentiality in all forms of communication.
- 78. Works effectively with others toward achieving common goals including morale and teamwork.
- 79. Interacts compassionately and in a timely manner with all customers.

**Equipment – Demonstrate Safe and Effective Use**

- 80. Setup of portable oxygen
- 81. Electronic thermometer
- 82. Feeding pumps
- 83. Suctioning
- 84. Foley catheters
- 85. Computer and printer
- 86. Fax machine
- 87. Copier
- 88. AED/Defibrillator

**POSITION (MINIMUM) REQUIREMENT CHECKLIST**

Position Title: School Nurse

Department: School Administration

**EDUCATION**

- Less than high school
- High school or GED
- Vocational/Technical
- Degree – RN/LPN
- 4 year/Bachelor’s Degree
- Post Graduate Degree
- License/Certification – current RN/LPN license in state of practice
- Knowledge of state, federal, JCAHO regulations

**EXPERIENCE**

- One year pediatric/public health or school nursing experience
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**SKILLS**

- Organizational
- Verbal/Follow verbal instructions
- Interpersonal
- Customer Relations
- Mathematical
- Analytical
- Grammar/Spelling
- Read/Comprehend/Follow written instructions
- Transcription
- BLS
- ACLS
- Computer
- Management/Planning Skills

**PRE-PLACEMENT TESTING**

- Minimum score of on Clerical test
- Minimum typing of wpm
- Minimum score of 84 on PCT test
- Minimum score of 84 on WS test
- Minimum score of 84 on MT test
- Minimum score of 100 on Filing test
- Minimum score of 84 on Nursing medication test

**AGE OF PATIENTS SERVED**  
(For Nursing/Patient Care Positions)

- Neonate/Infant (birth - 1 yr)
- Child/Peds (1 - 12 yrs)
- Adolescence (13 - 18 yrs)
- Adult (19 - 65 yrs)
- Geriatric (66 + yrs)

**MENTAL AND EMOTIONAL REQUIREMENTS**

- Manage stress appropriately
- Make decisions under pressure
- Manage anger/fear/hostility/violence of others appropriately
- Handle multiple priorities
- Work alone
- Work in areas that are confined and/or crowded
- Concentration to detail
- Memory for detail

**HAZARDS**

- Exposure to toxic/caustic/chemicals/detergents
- Exposure to extreme conditions, hot/cold
- Exposure to dust/fumes/gases
- Exposure to moving mechanical parts
- Exposure to potential electrical shock
- Exposure to x-ray/electromagnetic energy
- Exposure to high pitched noises
- Exposure to communicable diseases
- Exposure to blood and/or body fluids
- Exposure to excessive sunlight, or work outdoors
- Unprotected heights
- CRT (computer) monitor
- Operating heavy equipment
- OTHER:

**PHYSICAL REQUIREMENTS**  
(See definitions on next page)

- Sedentary work
- Light work
- Medium work
- Heavy work
- Very heavy work

*The minimum requirements of this position require the individual to:*

- Stand for 4 hour(s) per day
- Sit for 2 hour(s) per day
- Walk for 2 hour(s) per day
- Perform repetitive tasks/motions
- Distinguish colors
- Hear alarms/telephone/tape recorder/normal speaking voice
- Have good manual dexterity
- Have good eye-hand-foot coordination
- Have clarity of vision
- Have good writing ability

*Evaluate the requirements and activity percentage in time for this position based on the following:*

- 1 - Not at all (0%)**
- 2 - Occasionally (1 - 33%)**
- 3 - Frequently (34 - 66%)**
- 4 - Continuously (67 - 100%)**

- 2 Climbing
- 3 Bending
- 3 Crouching
- 3 Squatting
- 2 Crawling
- 3 Kneeling
- 4 Balancing
- 2 Pulling with force
- 2 Reaching above head
- 3 Reaching above shoulder
- 3 Twisting at waist
- 4 Push/pull (up to 75 lbs.)
- 3 Lift/carry (up to 75 lbs.)
- 2 Lift from floor level up
- 3 Lift from waist level up
- 2 Lift above shoulders/head

## POSITION (MINIMUM) REQUIREMENT CHECKLIST

### LIST PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

1. Gloves
2. Gown
3. Mask

### LIST OTHER MINIMUM REQUIREMENTS:

#### OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

- A - Routine exposure
- B - Occasional exposure
- C - No exposure

#### OCCUPATIONAL EXPOSURE TO TB

- 1 - Routine exposure
- 2 - Potential exposure
- 3 - No exposure

#### COMPRESSED GAS USAGE

- Yes
- No

#### DEFINITIONS:

|                  |                                                                                                           |
|------------------|-----------------------------------------------------------------------------------------------------------|
| SEDENTARY WORK:  | Prolonged periods of sitting and exert up to 10 lbs. force occasionally.                                  |
| LIGHT WORK:      | Exert up to 20 lbs. force occasionally, and/or up to 10 lbs. frequently.                                  |
| MEDIUM WORK:     | Exert up to 50 lbs. force occasionally, and/or up to 20 lbs. frequently, and/or up to 10 lbs. constantly. |
| HEAVY WORK:      | Exert up to 100 lbs. force occasionally, and/or 50 lbs. frequently, and/or 20 lbs. constantly.            |
| VERY HEAVY WORK: | Exert over 100 lbs. force occasionally, and/or over 50 lbs. frequently, and/or over 20 lbs. constantly.   |

I have reviewed these job requirements and verify that I am able to perform the minimum requirements and essential functions of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date