



This is a description of the primary responsibilities, functions, and requirements of this assignment and is therefore not considered to be a comprehensive statement of every responsibility, duty, or task that may be performed. Employees may be assigned similar or related work and any other work necessary to accomplish assigned responsibilities. Individual work assignments may vary by supervisor or department.

JOB DESCRIPTION

ASSIGNMENT TITLE:

School Nurse

DEPARTMENT:

Varies

EMPLOYMENT TERM:

10 Months

GRADE:

G-015

REPORTS TO: Principal

SUPERVISES: Health Clerk

JOB SUMMARY

Provides health care by conducting health screenings, assessing health needs, providing first aid/emergency care and health counseling in order to advance the well-being and academic success of students under the direction of the Health Services Coordinator.

ESSENTIAL DUTIES

1. Provides routine medical care and first aid to students, staff, and faculty. Administers, and may train other employees to administer, medication and perform treatments and procedures as prescribed by a physician. Complies with established procedures for sending ill/injured persons home or to a medical treatment facility.
2. Creates and implements student healthcare plans on students with special healthcare needs.
3. Conducts routine vision/hearing screenings as required by Virginia regulation, including referrals and follow-up.
4. Maintains and updates student health records and maintains accurate documentation of clinic visits and confidentiality of information. Updates immunization records and reviews health files for immunization deficiencies and allergies/health concerns.
5. Serves as a health resource person to the school and community. May serve as a mentor to nursing students or new hires. Promotes wellness through publications, presentations and visits to classrooms.
6. Communicates with students, staff, faculty, parents, and other medical resource persons to share information and to determine appropriate actions in accordance with Health Insurance Portability and Accountability Act and Family Educational Rights and Privacy Act guidelines.

7. Completes workers compensation reports as needed.

JOB SPECIFICATIONS

Education

Graduation from an accredited registered nursing program. Bachelor's Degree in nursing preferred.

License

Virginia RN license. CPR certification.

Experience

3 years nursing experience, preferably related to health issues inherent in school age children.

Essential Technical/Motor Skills

Ability to manipulate controls necessary to operate general medical and office equipment such as blood pressure cuffs, otoscopes, thermometers, stethoscopes, diabetic testing equipment, computer hardware, computer software, etc. Sufficient mobility and dexterity to respond quickly to medical emergencies and to administer medication and/or perform first aid and CPR.

Interpersonal Skills

Ability to positively interact, collaborate and communicate effectively, both orally and in writing, with coworkers, students, parents, school officials and the general public. Ability and willingness to assist all students, staff, and faculty in need of medical attention.

Essential Physical Requirements

Ability to stand for long periods of time. Moderate lifting up to 50 lbs. may be required in lifting and/or carrying students or moving equipment. Standing, twisting, turning, pushing, pulling, bending, crawling, crouching, stooping, and kneeling may be required while assessing medical conditions of students.

Essential Cognitive Skills

Ability to exercise good judgment in stressful and potentially dangerous situations. Ability to organize and prioritize work while balancing multiple priorities. Discretion in handling confidential/sensitive information. Knowledge of first aid, CPR, and other emergency treatment procedures. Knowledge of health care practices, medication administration, vision/hearing screenings, referral procedures, and medical resources available in the community. Knowledge of the professional standards and ethics as defined by the Nurse Practice Act, the National Association of School Nurses and the Hampton City Schools' School Nurse Handbook. Knowledge and understanding of child/adolescent growth and development, as appropriate to assignment. Knowledge of basic computer skills in order to complete daily tasks such as making updates and changes in the clinical databases.

Essential Sensory Requirements

Ability to visually assess the medical condition of any person requiring attention. Ability to speak in audible tones to, and communicate with, students, faculty, staff, and visitors as needed.

Working Conditions

Exposure to disease/pathogens, blood and bodily fluids, medications, and toxic or caustic chemicals. May be exposed to disruptive behavior.

DATES		
Created: December 2012	Last Reviewed:	Last Modified: