

# **SURRY COUNTY PUBLIC SCHOOLS**

## **SCHOOL NURSE**

**Salary Index: .76**

**FLSA Status: Non-Exempt**

### **GENERAL RESPONSIBILITIES**

Responsible for providing nursing care and physical screening to students; maintaining and operating a school clinic; preparing and maintaining student and clinic records.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Manages and coordinates the school's health services program; follows procedures, protocols, and other instructions provided by the coordinator of health services or contained in division manuals and protocols.
- Implements and records required screening programs; notifies parents when further medical evaluation is indicated.
- Supervises and manages clinic assistants and/or clinic volunteers.
- Establishes and updates health and immunization records.
- Assesses individual student health needs and provides intervention as needed.
- Maintains daily clinic records and prepares required reports.
- Administers daily and P.R.N. medications prescribed by the student's physician.
- Administers nursing care procedures prescribed by the student's physician.
- Assesses students and implements first aid measures for students as needed.
- Trains in emergency procedures for students and staff as needed.
- Completes the preliminary nursing assessments and assists the physician with the child-study physical examinations for students in the Child Study process.
- Orients the staff and teaches specific medical procedures for the evaluation and maintenance of the medically involved student in the classroom.
- Presents, trains, and maintains 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.
- Provides health counseling.
- Follows procedures for suspected cases of child abuse and neglect.
- Acts as a liaison between the school, home, health department professionals, and other community agencies.
- Coordinates presentations by various agencies and professionals on pertinent health care topics for the school staff.
- Maintains clinic equipment and assesses the need for consumable supplies on an annual basis.
- Performs related work as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Ability to use clinic/medical equipment or to quickly learn the use. Possesses basic pharmacological knowledge or can readily access this. Ability to assess emergency situations. Comfortable knowledge of universal precautions and ability to teach this to others. Good oral and written communication skills. Basic computer skills. Willing attitude to be a part of the school team. Strong sense of professionalism. Other skills and requirements expected by the nursing coordinator and the school administrators include management and organizational ability, common sense, motivation, positive attitude, strong PR skills. Must have good verbal communication skills. Likewise included is the expectation that the RN will participate in ongoing professional and staff development, both independently and through system-offered opportunities.

## **EDUCATION AND EXPERIENCE**

Graduate from an accredited nursing program; Bachelor of Nursing degree preferred. Licensed as a registered nurse in the Commonwealth of Virginia and in good standing with the Virginia Board of Nursing. Current CPR certification. Experience preferable in community health, pediatrics, emergency care and triage, psychiatry, and/or a physician's office is preferred. A comparable amount of training and experience may be substituted for the minimum qualifications.

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, and fax machine. Requires standing, sitting, repetitious hand and body movements, simple grasping, pushing, pulling, fine motor and gross motor skills, bending, lifting, squatting, kneeling, climbing, and reaching. Ability to lift students and the stamina to be on your feet all day, every day of the week.