



NURSE (RN)

Department: Health

Pay Grade: 109

FLSA Status: Exempt

GENERAL PURPOSE

Responsible for providing nursing care and physical screening to students and maintaining and operating a school clinic. Prepares and maintains student and clinic records. Develops and directs school health service programs. Coordinates purchase and distribution of health supplies. Assists the school with student placement in special or regular education by performing medical evaluations. Identifies health problems in staff and students. Documents staff and student treatments and medications.

ESSENTIAL JOB FUNCTIONS

- 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 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.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree required.
- Graduation from an accredited nursing program required.
- RN license from the Commonwealth of Virginia required.
- Good standing with the Virginia Board of Nursing required.
- Current CPR Certification required.
- At least one (1) year of experience required.
 - Experience in community health, pediatrics, emergency care, triage, psychiatry, or a physicians office preferred.
- A comparable amount of training and experience may be substituted for the minimum qualifications.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of basic pharmacological practices.
- Knowledge of universal precautions and ability to teach this to others.
- Skill in documenting and tracking records.
- Skill in communicating to people of diverse backgrounds, responsibilities, and levels.
- Skill in oral and written communication.
- Skill in the use of computers.
- Ability to use clinic and medical equipment.
- Ability to learn skills quickly.
- Ability to maintain positivity and professionalism.
- Ability to work in a team.
- Ability to manage multiple subordinates and various medical apparatus.
- Ability to undergo continual professional development, inside and outside of the school system.
- Ability to research and learn new material.
- Ability to assess emergency situations.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise and light levels in the work environment are usually quiet.

PHYSICAL DEMANDS

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.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Signature

Date

Supervisor (or HR) Signature

Date