

GATES COUNTY SCHOOLS SCHOOL NURSE JOB DESCRIPTION

I. Job Title and Classification

- The school nurse is employed by the Gates County Board of Education.
- The school health program is within Student Support Services.
- Each school nurse serves two schools:
 1. Lead nurse: Buckland (home base – 2 d/wk); Open Gates (as needed/on call); uses office space at Gates County High School 3 d/wk). The Lead School Nurse serves under the SNFI (School Nurse Funding Initiative).
 2. School nurse: T.S. Cooper (home base-2 d/wk); Gates County High School (2 d/wk); Administrative/Flexible Day (1 d/wk). This school nurse serves under the SNFI, as well.
 3. School nurse: Gatesville Elementary (home base-2 d/wk); Central Middle School (2 d/wk); Administrative/Flexible Day (1 d/wk). This school nurse serves under local, permanent funds.
- Nurses will cover other schools as needed (ex. – maternity leave).
- The salary range is Certified SN – on teachers with master scale if certified. The LEA determines the salary range for non-certified school nurses based on years of experience.
- The positions are permanent, salaried positions. Work hours are the same as for 10-month teachers, generally from 8 am until 3:30 pm Monday through Friday, excluding holidays, annual leave days, and summer break. Employment benefits are generally the same as for teachers, excluding Personal Leave Days.

II. Principal Accountabilities

- The school nurse works in the Student Support Services and reports to Director of Student Services; also home base principal for S.L., A.L., and end of the year reports.
- The school nurse provides services for Pre-K –12th grade in Gates County Schools. The school nurse does not provide services for Head Start, Preschool, or Day Care centers, but may be consulted for questions.
- An annual performance evaluation is conducted at the completion of each school year by the home base principal. The lead nurse conducts an annual nursing evaluation at the completion of the school year.

III. Primary Purpose Statement

- The professional school nurse is responsible for planning, implementing, coordinating and evaluating school health services within the context of the *Coordinated School Health Program Model*.

- The school nurse serves in the roles of program manager/coordinator, case manager/direct care provider, collaborator/advocate, educator and counselor for Gates County in assigned schools.
- The school nurse follows all policies and procedures of Gates County Schools.

IV. Duties, Responsibilities and Essential Job Functions

This professional school nursing position within Gates County Schools is responsible for planning; implementing, coordinating and evaluating school health services that:

- Maximize the quantity of in-class time by reducing the incidence of health related absenteeism.
- Eliminate or minimize health problems which impair learning, and
- Promote the highest degree of independent functioning possible.

More specifically, the school nurse:

- Identifies the health care need of a specific student population and availability of health services/resources
- Plans and implements services to meet those health care needs.
- Assesses and evaluates the effectiveness of services and health care plans
- Collaborates with a wide variety of school system and professional disciplines to enhance the educational process and promote an optimal level of wellness for students, families and staff.

The school nurse functions independently under state and agency guidelines and policies without on-site supervision. Work is self-directed and clinically autonomous. Supervision may be exercised over volunteers, unlicensed personnel, and/or licensed personnel. To accomplish these responsibilities, the school nurse serves in the roles of program manager/coordinator, case manager/direct care provider, collaborator/advocate, educator and health counselor for the entire school/school district. More specific responsibilities in each of these categories are as follows:

Note: “*” denotes Essential Functions

A. School Health Services Manager/Coordinator (40%)

In this role, the school nurse addresses system-wide health service issues, which effect the entire school population, i.e., population focused care. The school nurse follows Gates County Schools school health policy and procedures and:

- Assures Gates County Schools is in compliance with mandated health service activities.
- Coordinates and participates in the establishment, review, and implementation of school health services, policies and procedures. Policies and procedures are

- reviewed annually and changes are made as needed. Lead nurse oversees policy and procedure review and revision. Updates are approved by the SHAC.
- Lead nurse reviews and updates all standard forms for the school health program.
 - Assures that such policies and related procedures adhere to legal and regulatory requirements and ethical standards of nursing practice.
 - Develops and coordinates quality improvement activities for the school health service component of the school health program. Coordinates with the School Health Advisory Council (SHAC); other school nurses; supervisor (Director of Student Services).
 - Documents, compiles and analyzes data for required reports on school health services such as the 30 day immunization report to the Immunization Branch; the end of the year report to the school nurse consultant.
 - * Assures that school health services and activities are appropriately documented according to professional school nurse standards.
 - Assesses, plans, and evaluates the health services component of the coordinated health program.
 - Implements communicable disease control in the school, including monitoring, surveillance and participating in disease prevention and outbreak management within the school.
 - * Serves as the health care consultant for school personnel, students and their parents/families.
 - * Provides professional health leadership to administrators and school staff.
 - * Develops training for, trains and monitors staff that provide health services, including delegated procedures, the administration of medication to students, and other health related mandated activities. Includes diabetic care managers (DCM), Bloodborne pathogen training, medication training, and initiating individual care plans.
 - Coordinates the establishment of guidelines, procedures and training in First Aid/CPR/First Responder Program for schools and staff. Lead nurse does coordination; other nurses provide guidance at individual schools.
 - Participates in development of school's emergency health and crisis plan if consulted.
 - * Where applicable, directs, monitors and evaluates aides, assistants, volunteers, unlicensed and/or licensed personnel assigned to the school health program (Vision screening, DCM's, medications).
 - Implements a system for the identification of students with chronic/acute health care needs; works in coordination with the Exceptional Children's program; review of student enrollment forms with health information.
 - Works in collaboration with Director of Programs for Exceptional Children and medical providers to coordinate health services for children with Special Needs.
 - Coordinates bloodborne pathogen program for county (training at individual schools); keeps records of employee's hepatitis b immunizations; coordinates with Health Dept. to help staff receive immunizations. Lead nurse coordinates all new employee shot schedules at the beginning of each school year.

B. Case Manager and Direct Care Provider for Students with Special Health Care Needs and Those Needing Health Services (35%)

In this role, the school nurse addresses the health needs of individual students or small groups of students. The school nurse follows the school health policy and procedures of Gates County Schools.

- Identification of students with special health care needs.
- * Development of emergency action plans for students at risk of medical crises at school or during a school function.
- * Development of and monitoring of individual health care plans (IHP's) for students who need invasive procedures performed during the school day, as well as for students who may require adaptation of the health-related learning environment or classroom schedule.
- * Provision of case management and active collaboration with staff, students and families to promote self-management and optimal care during school hours.
- * Provision of training for staff regarding chronic illnesses experienced by students at school.
- Lead nurse coordinates on-the-job training for new school nurses.
- * Functioning as a health resource for chronically ill students and their families.
- * Provision of consultation to members of the individualized Education Program (IEP) team, Child Study Committee or other multidisciplinary team on health related concerns.
- Provision of consultation and recommendations in the planning and development of health accommodation plans for section 504 eligible students.
- * Determination of tasks that may be appropriately delegated to licensed or unlicensed person, on a student by student basis, and the provision of training for these people for these tasks.
- * On going supervision and evaluation of delegated staff to assure the safe and effective performance of delegated tasks.
- * Provision of periodic health appraisals of students with identified or suspected health problems.
- Coordination of screening programs and immunization review/follow up for the school. Lead nurse develops timelines for screenings.
- Prepare order for supplies and equipment necessary for nurses' office.
- The school nurse will give meds on an as needed basis if trained personnel are not available

C. Collaborator/Advocator (15%)

The school nurse works with employees of the school system, community providers/resources, and student families.

The school nurse:

- Functions as the liaison between the school and local health service agencies/providers and community resources, serve on SHAC, Asthma Coalition, Gates Partners for Health Board Meetings and Committees. All nurses are not required to attend each meeting, but at least one representative is recommended to attend each meeting.
- * Serves as interpreter of health mandates, recommendations and trends to school personnel through written materials, meeting, etc.
- Collaborates with other student services personnel to prevent health problems from becoming reasons for educational failure.
- Provides guidance and support to families in finding and using treatment services.
- Collaborates with community agencies to provide resources for students and their families by serving on committees, task forces, etc.
- Lead nurse serves as a health consultant to the school system administration.
- Seeks out local and other resources for use in the school setting.
- Supports the development and on-going functioning of the School Health Advisory Committee.
- Meets with other school nurses on a monthly basis to discuss activities. Lead nurse disseminates necessary information to school nurses in system.

D. Educator for School and Community Concerns (5%)

The school nurse serves as a health education partner within the school system to provide individual and group services such as:

- * Participating with other school personnel in developing workshops for teachers, assistants and other staff on health-related topics.
- * Conducting in-service training for school personnel on health issues.
- Providing classroom health instruction/serving as a resource to increase the existing teaching staff's capacity to achieve the school's health education goals.
- Participating in the development and implementation of health promotion activities.

E. Counselor for Health Concerns of Students and their Families and the Staff (4%)

As a health counselor in the school system, the school nurse assures:

- * Provision of health counseling for students and their families to maximize classroom participation.
- Promotion of health through education and counseling; 5th grade growth and development; other programs as requested by staff.
- * Interpretation of students' health needs to school personnel and facilitation of understanding of and adjusting to changes and limitations

F. Other duties as assigned within the scope of practice as a registered nurse and in accordance with the NC Nurse Practice ACT (1%)

V. Knowledge, Skills, and Abilities

The complex role of the school nurse demands, but is not limited to, an understanding and knowledge of:

- Community, including community as a system and aggregates as clients
- Pediatric/adolescent Nursing
- Public Health/Community Health Nursing
- Health counseling, mental health and crisis intervention
- Communicable Disease
- Applicable laws, regulations and standards pertaining to school nursing practice (NC Nurse Practice Act, Standards of School Nursing Practice and the Eight Components of a Coordinated School Health Program)
- School Health law
- Special education legislation and services
- Case finding, case management and health advocacy
- Program management, including personnel supervision
- Family theory, assessment and intervention
- Leadership, networking and collaboration
- Ethnic and cultural sensitivity and competence
- Contemporary health and psychosocial issues that influence children, families and the community
- Health care delivery systems and the concepts of the primary health care
- Building student, staff and family capacity for adaptation, self management, self-advocacy and learning
- School as a non-traditional health care setting
- Development, management and evaluation of school health programs
- Environmental health within the school community

Skills related to this important role include the ability to:

- Plan, coordinate and supervise the work of others
- Deal tactfully with others and exercise good judgment in appraising situations
- Make independent and timely nursing decisions and to triage
- Secure the cooperation and respect of students, faculty and staff
- Elicit needed information and maintain effective working relationships
- Collect data to direct evidence based practice
- Record accurately services rendered and interpret and explain records, reports, activities, health care plans, accommodations and medical interventions
- Identify health related barriers to learning (i.e., at risk behaviors, financial, cultural, economical etc.)

VI. Performance and Work Load Standards

At a minimum, the school nurse is expected to:

- Attend the New School Nurse Orientation and follow up session (new school nurses)
- Address the six core functions as identified in the School Nurse Funding Initiative (Applies to nursing positions funded by School Nurse Funding Initiative)
- Collect data for the NC DHHS School Health Nursing Survey and Program Summary (End of Year of Report)
- Lead nurse attend SN Supervisor Meetings; School Nurse Funding positions complete SNFI report, lead nurse also coordinates with supervisor (Director of Student Services) and other nurses.

VII. Job Qualifications

- Required: Registered nurse, currently licensed in North Carolina
- Required: Nationally certified school nurse or registered nurse working toward national school nurse certification, to be completed within 3 years of hire date
- Required: BSN/BS or more advance nursing education (required to take certification exam).
- Highly Recommended: A minimum of 3 years RN nursing experience dealing with young children and adolescents (ages 5 – 18)
- May Hire: Registered nurse working toward baccalaureate degree and national school nurse certification with the stipulation that both be completed within 3 years of hire date.

Director of Student Services

Lead School Nurse

I, _____, have read and understand the above job description.

Signature of employee _____ Date _____

