

GATES COUNTY SCHOOLS LEAD SCHOOL NURSE JOB DESCRIPTION

In addition to the school nurse job description, the lead nurse responsibilities will include but are not limited to:

Management of school health care service delivery that is consistent throughout the school system including:

- Oversee policy and procedure review and revision.
- Coordinate the establishment of guidelines, procedures, and training in First Aid/CPR/First Responder Program for schools and staff.
- Coordinate all new employee shot schedules for Hepatitis B immunization at the beginning of each school year.
- Conduct an annual performance evaluation of school nurses at completion of the school year.
- Review and update all standard forms for the school health program.
- Coordinate on-the-job training for new school nurses.
- Develop timelines for health screenings.
- Serve as a health consultant to the school system administration.
- Attend school nurse supervisor meetings.
- Manage monthly school nurse meetings.
- Relay important information to school nurses or administration. Provide updates on school health issues. Communicate with the school system administration regarding school health program and practice issues, needs of nurses within the system, state-mandated compliance issues, requirements, etc.
- Collect information from other school nurses as required for county reports and submit.
- Maintenance of updated and accurate job descriptions for the school nurses.
- Determine methods for documentation.
- Establish process by which to identify student health needs.
- Participate in evaluation of program through collection and review of data.
- Serve on committees with local medical and health agencies related to health issues as system representative or send delegate.
- Serve as a leader in the school system for communicable disease control.
- Coordinate in-service training for school nurses as approved by the Director of Student Services.
- Report to Director of Student Services as supervisor.
- Assure that school system school health policies and procedures adhere to federal, state, and current standards of the Nursing Practice Act, and are correctly implemented throughout the school system.

Job Qualifications:

- Registered Nurse with at least three years of experience in school nursing.
- Bachelor of Science degree.

- National Certification as a school nurse.

Director of Student Services

Date

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

Signature of lead nurse

Date