

Comal ISD Job Description

School NurseRev. 11/09

Job Title:	School Nurse*	Wage/Hour Status:	Exempt
Reports to:	Nurse Supervisor / Principal	Pay Grade:	Teacher Salary
Dept/School:	Assigned Campus	Days:	187
Date Revised:	11/09	Job Code:	4002

Primary Purpose:

Implement comprehensive program of health services for campus. Provide health services to students. Promote health education and preventive health practices for students.

Education / Certification:

1. Graduate of an accredited professional nursing education program.
2. Valid registered nurse license to practice professional nursing in Texas from the State Board of Nurse Examiners.
3. Certified by Texas Department of Health to conduct vision and hearing screening.
4. CPR Certification.

Special Knowledge / Skills:

1. Knowledge of health appraisal to identify student health defects.
2. Strong organizational, communication, and interpersonal skills.
3. Ability to implement policies and procedures.

Experience / Other Requirements:

1. Two years nursing experience, preferably in pediatrics or family health.

Major Responsibilities and Duties:***Nursing Services***

1. Provide direct care utilizing professional assessment skills, the nursing process, and established school health protocols.
2. Serve as health advocate for students and staff.
3. Notify parents of accident or illness and secure medical care for students in emergency cases (if parents or emergency contact cannot be reached).
4. Administer medications to students at school. Administer medications according to district policy and procedures.

5. Provide medical treatments and procedures according to Physicians orders and parent authorization.
6. Establish and implement effective procedures for mandatory screening programs. Make referrals as necessary.

Instruction

7. Participate in development of campus health education curriculum and provide health education to individuals and groups.
8. Educate faculty and staff as needed on health related topics.
9. Provide health counseling and instruction to individual students.

Consultation

10. Serve as health liaison between school, physicians, parents, and community.
11. Assess student medical needs and make appropriate referrals working with students, teachers, parents, and medical and health care professionals as needed.
12. Participate in Admission, Review, and Dismissal Committee, crisis team, and school committees and develops Individual Health Plan.
13. Collaborate with other professionals regarding implementation of health-related Individual Education Plan (IEP) items.
14. Participate in assessment and reporting of suspected child abuse.
15. Make home visits to help with student health problems as necessary with permission of principal.
16. Communicate regularly with principal, health services coordinator, school counselor, teachers, parents, food services, and other staff regarding health services issues.
17. Assess emergent health care needs of campus staff. Make appropriate referrals and assist with completion of workers compensation forms as needed for staff injuries.

Administration

18. Review and evaluate immunization records for state compliance.
19. Supervise and train nurse aide(s), LVN(s) and assigned campus staff in clinic procedures and responsibilities according to district policy.
20. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including clinic records and accurate, updated health records on all students.
21. Compile and submit annual state reports.
22. Requisition supplies and equipment needed to maintain clinic inventory.
23. Comply with policies established by federal and state laws, Texas Department of State Health rule, State Board of Education rule, and Comal ISD board policy in health services area.
24. Report potential health and safety hazards to principal.
25. Comply with all district and campus routines and regulations.

26. Responsible for properly maintaining district records, adhering to all policies set forth by the district for records maintenance and learning the records retention schedule for department records.
27. Performs other duties as assigned.

Professional Development

28. Maintain certification in CPR, vision and hearing screening.
29. Model Behavior that is professional, ethical, and responsible.

Supervisory Responsibilities:

Direct the work of licensed vocational nurse (LVN) and assigned health clinic aide(s).

Equipment Used:

Thermometer, blood pressure cuff, audiometer, otoscope, sphygmomanometer, vision screening equipment, thermoscan, basic clinic equipment, telephone, computer, and copier.

Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Maintain emotional control under stress and emergencies.
2. Exposure to bacteria and communicable diseases.
3. Potential exposure to bloodborne pathogens
4. Able to squat, bend, lift and reach.
5. Able transfer students utilizing correct transfer techniques.

* Adapted from School Health Staff Roles published by the Texas Department of Health School Health Advisory Committee, June 2002.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Name (please print) _____

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Employee Signature _____ Date _____

Supervisor Signature _____ Date _____