

Recommended Job Description -- Certified School Nurse

Title: Certified School Nurse

QUALIFICATIONS:

- Illinois Type 73 Pupil Personnel Services Certificate
- Baccalaureate Degree
- Registered Nurse licensure, Illinois
- Current First Aid and Cardiopulmonary Resuscitation program completion
- Illinois Certification as a Vision and Hearing Screening technician
- Computer literacy and competency in use of existing technology
- Prior professional nursing experience, preferably pediatric, adolescent, community or mental health nursing, and health program management.

REPORTS TO:

- Health Services Coordinator
- Administrator -- Principal, Student Services Director, or as designated by the district

SUPERVISES:

- Non Certified Registered Nurses working in the school
- One to one nurses and other health care providers for students
- Health aides, Clerical assistants, and Health Services volunteers

JOB GOAL: To coordinate a school health program including the delivery of services to students and staff members in order to enhance health and wellness in the school community. Duties are to be performed in accordance with standards of professional school nurse practice, district/state board of education policies and procedures and Illinois State law regarding nurse practice.

PERFORMANCE RESPONSIBILITIES:

Coordination

- Develops and administers a coordinated school health program.
- Collects and analyzes epidemiological and other school health information and makes recommendations based upon statistical data.
- Establishes an accident/injury prevention program to facilitate school safety.
- Assesses the health and safety needs of the school environment in compliance with Occupational Safety and Health Administration (OSHA) guidelines, implementing the Bloodborne Pathogen Control Plan and other interventions as indicated.
- Establishes a communicable disease prevention and control program in cooperation with local and state public health agencies.
- Manages school health records in accordance with Illinois School Student Records Act, providing efficient retrieval of information and other related archival responsibilities.
- Participates in Child Find programs and establishes and manages health screening programs according to state mandates and guidelines.
- Participates in the development of health-related policies and procedures in compliance with state mandates and current health practices.

Teaching

- Participates as a member of the curriculum committee as a resource and specialist in health issues.
- Provides staff inservice programs on health topics including blood borne pathogens and the district exposure control plan.
- Provides health related classroom instruction.

Clinical Practice

- Provides and/or delegates direct professional nursing services, first aid, illness, and emergency care to students and staff including nursing assessment, identifying health problems, making referrals for diagnosis and treatment, recommending educational modifications, providing follow-up and evaluation, and maintaining appropriate documentation.
- Provides health information and counseling for students, parents, and staff.
- Develops a medication protocol to safely store, administer, document, and monitor the effectiveness of medication given at school.
- Supervises and/or provides screening and follow up for deficits in vision, hearing, growth and development, and other physical deficits.
- Maintains accurate medical records to assure compliance with state mandates including immunizations, physical examinations, and medical conditions.
- Participates as crisis team member and provides crisis intervention for students and staff in the advent of sudden illness or injury.
- Makes appropriate assessments and referrals for suspected abuse/neglect as a mandated reporter.

Health Office Management

- Maintains a user friendly and organized health services facility conducive to confidential communication and services.
- Purchases and maintains health and OSHA supplies and equipment as indicated for the health office and school.
- Manages and makes recommendations for the health services annual budget and critical needs requests.

Communication

- Maintains communication with administrators, teachers, other school personnel, and parents/guardians to enhance cooperative action, which will meet the health and safety needs of students.
- Initiates contact with and acts as a liaison between the home, school, community health agencies and the private medical sector to enhance the health and wellness of the school community.
- Maintains confidentiality regarding all school and health-related issues.

Special Education

- Participates as a member of the multidisciplinary team in the identification, evaluation, and placement of students into special education programs. Writes the health component of the Individual Education Plan as indicated.
- Recommends modifications of the school program for students who require accommodations due to a health deficit.
- Develops and maintains current health care plans for students who need special nursing interventions during the school day.

Professional Development

- Participates as a member of her professional school nursing and education organizations and utilizes continuing education opportunities to enhance professional knowledge in both nursing and education fields.
- Participates as a member of the faculty on district committees and association activities.
- Participates as an active member of the school community, representing health/wellness.

TERMS OF EMPLOYMENT:

Placement on Certified pay scale at a level commensurate with education and nursing and school nursing experience.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board of Education policy and contractual requirements for Certified personnel.

IASN BOD Approved: 1/25/00, Edited: 12-1-02