

## **Educational Service Unit 8**

### **School Nurse Job Description**

It is the policy of Educational Service Unit 8 to not discriminate on the basis of sex, disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions are asked to make their request to the Superintendent.

- A. Job Title:** School Nurse
- B. Department:** Student Services
- C. Education Level and Certification:** Graduate of an accredited school of nursing. Must possess an unrestricted license to practice nursing in the State of Nebraska at all times during employment. Must be certified in Basic Life Support or Cardiopulmonary Resuscitation. Previous experience in the Early Periodic Screening, Diagnosis, and Treatment (EPSDT) Program is preferred.
- D. Reports To:** Nursing Coordinator
- E. Performance Responsibilities and Job Tasks**

The National Association of School Nurses Board of Directors has defined school nursing as: “A specialized practice of professional nursing that advances the well-being, academic success, and life-long achievement of students. To that end, school nurses facilitate positive student responses to normal development; promote health and safety; intervene with actual and potential health problems; provide case management services; and actively collaborate with others to build student and family capacity for adaptation, self management, self advocacy, and learning.”

Inherent in this definition is the framework that school nurses engage in professional nursing practice, use the nursing process for decision-making, document the care they provide, and assure confidentiality. School nurses address the physical, mental, emotional, and social health of students. In addition, school nurses have as the ultimate outcome of their practice, the support of student success in the learning process. In this context the school nurse provides services to students and children qualifying for early childhood services.

The School Nurse is responsible for performing within the scope of that definition, which include the following responsibilities and job tasks:

1. Promote and protect the optimal health status of students.
2. Provide health assessments:
  - a. Obtain health histories.
  - b. Screen and evaluate findings of deficit in vision, hearing, scoliosis, growth, etc.
  - c. Observe for development and health patterns in making nursing assessment.
  - d. Identify abnormal health findings.

3. Develop and implement student health plans, including individual student health plans and asthma, anaphylaxis and diabetes self-management plans:
  - a. Interpret the health status of students to parents and school personnel.
  - b. Initiate referral to parents, school personnel or community health resources for intervention, remediation and follow-through.
  - c. Provide ongoing health counseling with students, parents, school personnel or health agencies.
  - d. Utilize existing health resources to provide appropriate care of students.
4. Maintain, evaluate and interpret cumulative health data to accommodate individual needs of students.
5. Plan and implement school health management protocols.
6. Participate in home visits as needed to assess needs related to a student's health.
7. Develop procedures and provide for emergency nursing management for injuries/illnesses.
8. Promote and assist in the control of communicable diseases. Responsible to ensure appropriate exclusion from and re-entry into school in accordance with State health guidelines and Board policy and for reporting communicable diseases as required by law. Implement precautions for bloodborne pathogens and other infectious diseases.
9. Provide health education and anticipatory guidance:
  - a. Provide direct health education and health counseling to assist students and families in making decisions on health and lifestyles that affect health.
  - b. Participate in health education directly and indirectly for the improvement of health by teaching persons to become more assertive health consumers and to assume greater responsibility for their own health.
  - c. Counsel with students concerning health problems such as pregnancy, sexually transmitted diseases and substance abuse in order to facilitate responsible decision-making practices.
  - d. Serve as a resource person to staff members in health instruction.
  - e. Conduct medication administration training and assessment to permit other employees to administer medication to students.
10. Coordinate school and community health activities and serve as a liaison health professional between the home, school and community.
11. Act as a resource person in promoting health careers.
12. Engage in research and evaluation of school health services to act as a change agent for school health programs.
13. Provide consultation in the formation of health policies, goals and objectives for the school district.
14. Participate in the development of IEPs and 504 assessments and plans for students with disabilities who need school health services as a related service.
15. Ensure compliance with laws related to school health, including school admission requirements such as immunizations, physical evaluations and visual evaluations.
16. Provide care and case management for children with chronic health problems.
17. Monitor security and safe administration of medications.
18. Administer the school health services in conformity with the adopted policies of the Board, state and federal laws and regulations, and all other laws and regulations.
19. Keep current with school health management trends by attending conferences and other professional development activities.

20. Develop and implement school health office forms.
21. Complete, or oversee the completion of, all health-related reports and forms required by the Nebraska Department of Education and other governmental agencies and ensure that such reports and forms are submitted on or before the due date.
22. Maintain directly or through delegation health records that are required by law or by Board policy. Serve as the custodian for school health records.
23. Maintain confidentiality of information concerning staff, students, and parents in accordance with law and District rules.
24. Adhere to the code of ethics of the District for non-certificated staff, the Nebraska Department of Health and Human Services, and the National Association of School Nurses. The School Nurse must serve as a positive role model for staff and students.
25. Perform other tasks or duties as assigned by the Board or the Superintendent.

#### **F. Required Knowledge**

The School Nurse is to possess and effectively utilize knowledge in the following areas:

1. **Medicine and Dentistry** — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
2. **Customer and Personal Service**—Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
3. **Psychology**—Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
4. **English Language**—Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
5. **Education and Training**—Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
6. **Therapy and Counseling**—Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
7. **Biology**—Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.
8. **Mathematics**—Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
9. **Sociology and Anthropology**—Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.

10. Public Safety and Security—Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
11. Chemistry—Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
12. Administration and Management—Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
13. Law and Government—Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

## **G. Required Skills and Abilities**

The School Nurse is to possess and effectively utilize the following skills and abilities:

1. Communication:
  - a. Active Listening—Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
  - b. Speaking—Talking to others to convey information effectively. The ability to speak clearly so others can understand you. The ability to communicate information and ideas in speaking so others will understand.
  - c. Oral Comprehension and Listening—The ability to listen to and understand information and ideas presented through spoken words and sentences. The ability to identify and understand the speech of another person.
  - d. Writing—Communicating effectively in writing as appropriate for the needs of the audience. The ability to communicate information and ideas in writing so others will understand.
  - e. Written Comprehension—Understanding written sentences and paragraphs in work related documents. The ability to read and understand information and ideas presented in writing. Understanding written sentences and paragraphs in work related documents.
2. Critical Thinking—Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
3. Monitoring—Monitoring/Assessing performance of self, other individuals, or organizations to make improvements or take corrective action.
4. Instructing—Teaching others how to do something. Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
5. Social Perceptiveness—Being aware of others' reactions and understanding why they react as they do.
6. Service Orientation—Actively looking for ways to help people.
7. Problem Sensitivity—The ability to tell when something is wrong or is likely to go wrong.

8. Reasoning—Deductive: The ability to apply general rules to specific problems to produce answers that make sense. Inductive: The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
9. Information Ordering—The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
10. Active Learning—Understanding the implications of new information for both current and future problem-solving and decision-making.
11. Coordination—Adjusting actions in relation to others' actions.
12. Complex Problem Solving—Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
13. Instructing—Teaching others how to do something.
14. Judgment and Decision Making—Considering the relative costs and benefits of potential actions to choose the most appropriate one.
15. Time Management—Managing one's own time and the time of others.
16. Learning Strategies—Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
17. Persuasion—Persuading others to change their minds or behavior.
18. Negotiation—Bringing others together and trying to reconcile differences.
19. Vision—The ability to see details at close range (within a few feet of the observer) and to see details at a distance.
20. Arm-Hand Steadiness—The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
21. Selective Attention—The ability to concentrate on a task over a period of time without being distracted.
22. Category Flexibility—The ability to generate or use different sets of rules for combining or grouping things in different ways.
23. Flexibility of Closure—The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
24. Time Sharing—The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).
25. Originality—The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
26. Speed of Closure—The ability to quickly make sense of, combine, and organize information into meaningful patterns.
27. Fluency of Ideas—The ability to come up with a number of ideas about a topic.
28. Manual Dexterity—The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
29. Perceptual Speed—The ability to quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.

## **H. Work Activities**

The School Nurse is to perform the following work activities:

1. **Assisting and Caring for Others**—Providing personal assistance, medical attention, emotional support, or other personal care to students. This includes: administering injections, medications and treatments, taking vital signs, and treating medical conditions of students.
2. **Documenting/Recording Information**—Entering, transcribing, recording, storing, or maintaining information in written or electronic form. This includes: student health records and inventory of medications, medical supplies and instruments.
3. **Getting Information**—Observing, receiving, and otherwise obtaining information from all relevant sources. This includes collecting clinical data and obtaining information from students, parents and medical providers.
4. **Communicating with Supervisors, Peers, or Subordinates**—Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
5. **Making Decisions and Solving Problems**—Analyzing information and evaluating results to choose the best solution and solve problems.
6. **Identifying Objects, Actions, and Events**—Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events. This includes: identifying body response variations, recognizing childhood diseases, and understanding properties or composition of drugs and technical operating, service or repair manuals.
7. **Establishing and Maintaining Interpersonal Relationships**—Developing constructive and cooperative working relationships with others, and maintaining them over time.
8. **Organizing, Planning, and Prioritizing Work**—Developing specific goals and plans to prioritize, organize, and accomplish your work.
9. **Evaluating Information to Determine Compliance with Standards**—Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
10. **Updating and Using Relevant Knowledge**—Keeping up-to-date technically and applying new knowledge to your job. This includes using: following safety, health office, infectious materials, life support, and student health observation procedures, using behavior modification, problem solving, counseling interpersonal communication, and knowledge of investigation techniques, using knowledge of medical and nursing terminology, using nursing practices or procedures, personal care procedures, and sanitation practices in health office and school settings.
11. **Monitoring Processes, Materials, or Surroundings**—Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
12. **Training and Teaching Others**—Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others. This includes: instructing on topics such as health education and disease prevention.
13. **Inspecting Equipment, Structures, or Material**—Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
14. **Resolving Conflicts and Negotiating with Others**—Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.

15. Communicating with Persons Outside Organization—Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail. This includes communicating technical information and information on health or medical issues.
16. Interpreting the Meaning of Information for Others—Translating or explaining what information means and how it can be used. This includes: explaining health diagnoses, treatments and health accommodations to students, parents, and employees.
17. Performing for or Working Directly with the Public—Performing for people or dealing directly with the public.
18. Processing Information—Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.
19. Coordinating the Work and Activities of Others—Getting members of a group to work together to accomplish tasks.
20. Developing and Building Teams—Encouraging and building mutual trust, respect, and cooperation among team members.
21. Judging the Qualities of Things, Services, or People—Assessing the value, importance, or quality of things or people. This includes: conducting student health assessments.
22. Analyzing Data or Information—Identifying the underlying principles, reasons, or facts of information by breaking down information or data into separate parts.
23. Performing General Physical Activities—Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials. This includes: lifting or transporting ill or injured students, preparing health office room, and setting up health care equipment.
24. Interacting with Computers—Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
25. Scheduling Work and Activities—Scheduling events, programs, and activities, as well as the work of others.
26. Coaching and Developing Others—Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
27. Handling and Moving Objects—Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
28. Performing Administrative Activities—Performing day-to-day administrative tasks such as maintaining information files and processing paperwork. This includes: maintaining student health records and health office files.
29. Guiding, Directing, and Motivating Subordinates—Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.
30. Estimating the Quantifiable Characteristics of Products, Events, or Information—Estimating sizes, distances, and quantities; or determining time, costs, resources, or materials needed to perform a work activity.

31. Providing Consultation and Advice to Others—Providing guidance and expert advice to management or other groups on technical, systems-, or process-related topics.
32. Developing Objectives and Strategies—Establishing long-range objectives and specifying the strategies and actions to achieve them.

## **I. Required Employee Characteristics**

The School Nurse is to possess and exhibit the following characteristics:

1. Cooperation—Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
2. Attention to Detail—Job requires being careful about detail and thorough in completing work tasks.
3. Dependability—Job requires being reliable, responsible, and dependable, and fulfilling obligations.
4. Integrity—Job requires being honest and ethical.
5. Concern for Others—Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
6. Self Control—Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
7. Stress Tolerance—Job requires accepting criticism and dealing calmly and effectively with high stress situations.
8. Adaptability/Flexibility—Job requires being open to change (positive or negative) and to considerable variety in the workplace.
9. Independence—Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
10. Initiative—Job requires a willingness to take on responsibilities and challenges.

## **J. Working Conditions**

1. Inside offices and classrooms.
2. Exposure to diseases or infections.

**K. FLSA Status:** Exempt under the professional exemption if the School Nurse is an RN. Professional exemption: The employee has a primary duty of performing work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction and study or has a primary duty of teaching, tutoring, instructing, or lecturing in the activity of imparting knowledge and is employed and engaged in this activity as a teacher.

**L. Essential Functions:** The essential functions of the School Nurse position include: (1) regular, dependable attendance on the job; (2) the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities to perform the identified work activities; and, (3) the ability to perform the following identified physical requirements:

<b>Physical Requirements School Nurse</b>		Item is not a requirement of the job NE	Occasional – up to 33% of time NE	Occasional/Essential -- up to 33% of time, absolutely essential to the job E	Frequent -- between 34% - 66% E	Continuous -- over 66% of time E
<b>E = Essential</b>						
<b>NE = Non-Essential</b>						
<b>Stamina</b>						
1.	Sitting				X	
2.	Walking				X	
3.	Standing			X		
4.	Sprinting/Running	X				
<b>Flexibility</b>						
5.	Bending or twisting at the neck more than the average person			X		
6.	Bending or twisting at the trunk more than the average person			X		
7.	Squatting/Stooping/Kneeling			X		
8.	Reaching above the head			X		
9.	Reaching forward			X		
10.	Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)		X			
<b>Activities</b>						
11.	Climbing (on ladders, into large trucks/vehicles, etc.)	X				
12.	Hand/grip strength			X		
13.	Driving on the job		X			
14.	Typing non-stop		X			
<b>Use of Arms and Hands</b>						
15.	Manual dexterity (using a wrench or screwing a lid on a jar)			X		
16.	Finger dexterity (typing or putting a nut on a bolt)			X		
<b>Lifting Requirements</b>						
17.	Lifting up to 10 pounds (Mark all that apply)					
	Floor to waist			X		
	Waist to shoulder			X		
	Shoulder to overhead		X			
18.	Lifting 11 to 25 pounds (Mark all that apply)					
	Floor to waist		X			
	Waist to shoulder		X			
	Shoulder to overhead	X				
19.	Lifting 26 to 50 pounds (Mark all that apply)					
	Floor to waist		X			
	Waist to shoulder		X			
	Shoulder to overhead	X				
20.	Lifting 51 to 75 pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
21.	Lifting 76 plus pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
22.	Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?		X			
<b>Pushing/Pulling</b>						
23.	25 to 50 pounds			X		
24.	51 to 75 pounds			X		
25.	76 to 90 pounds	X				
26.	Over 90 pounds	X				
<b>Carrying</b>						
27.	10 to 25 pounds			X		
28.	26 to 50 pounds		X			
29.	51 to 75 pounds	X				
30.	76 to 90 pounds	X				
31.	Over 90 pounds	X				