JOB DESCRIPTION – SCHOOL NURSE

Title: School Nurse

Reports To: Coordinator of Pupil Personnel

Employment Status: Full Time

FLSA Status: Exempt

Qualifications:
1. Must have and maintain a valid license issued by the Ohio Board of Nursing
2. Must have and maintain a valid registered school nursing certification/license issued by the Ohio Department of Education
3. Must be able to reach, bend, crouch, and kneel and bend
4. Must complete Hepatitis B vaccination series or sign a waiver
5. Must obtain and maintain Child Abuse Awareness training within the first two years of employment
6. Must obtain and maintain CPR/AED, and First Aid certifications
7. Must obtain and maintain all State and Federal required certifications and training.
8. Must meet the legal requirements relative to a criminal background check
9. Must maintain liability/malpractice insurance through the Board of Education, OEA/NEA, or individually when appropriate

General Description:

The major focus of the school nursing services is the prevention of illness and disability, and the early detection and correction of health problems. The school nurse 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, promote the highest degree of independent functioning possible, and promote student, staff and community awareness of and participation in healthy behaviors.

Essential Functions:

1. Provide Standards of Care as indicated under the Ohio Nurse Practice Act
2. Under the direction of the Coordinator of Pupil Personnel the school nurse is responsible for planning, implementing, coordinating and evaluating the district’s school health services.
3. Identifies health related barriers to learning (i.e., at risk behaviors, financial, cultural, economical, etc.)
4. Record accurately services rendered and interpret and explain records, reports, activities, health care plans, accommodations and medical interventions
5. Makes independent and timely nursing decisions to triage emergency situations regarding the school community. Will notify the principal of potential exclusions and other health related problems.

6. Elicit needed information and maintain effective working relationships

7. Deal tactfully with others and exercise good judgment in appraising situations

8. Interacts with and contributes to the professional development of peers and school personnel as colleagues

9. Collaborates with the client, the family, school staff and others in the conduct of school nursing practice

10. Integrates ethical provisions in all areas of practice

11. Considers factors related to safety, effectiveness, cost and impact on practice on the planning and delivery of school nursing services

12. Ability to supervise screening programs – vision and hearing as mandated by the Ohio Department of Health

13. Assist with tuberculin testing and dental programs

14. Make referrals to appropriate public agencies regarding concerns affecting a child’s health in school

15. Assist in, or conduct programs in, the realm of health education whenever possible

16. Always consider the nurse’s functions in relation to and as a part of the total health program (with special emphasis on health education)

17. Participate in in-service education programs at regular intervals, sponsored by the local health department, Ohio Department of Health, other agencies or programs

18. Participate in periodic conferences with Coordinator of Pupil Personnel to discuss the program, its objectives, and any major problems

19. Work as closely as possible, within the guidelines of the school health program, with all administrators, teachers, psychologist, speech therapists, cooks, custodians, and bus drivers to provide a better community understanding between all school personnel and the community of the school’s role in improving the health of the community

20. Coordinate CPR/AED and First Aid training and refresher courses for response teams and responders

21. Abide by all Xenia Community School District policies

Other Duties and Responsibilities:

1. Serve as a role model for students in how to conduct themselves as responsible citizens.
JOB DESCRIPTION – SCHOOL NURSE (continued)

2. Conduct other duties as delegated by the Superintendent and Coordinator of Pupil Personnel

ADDITIONAL WORKING CONDITIONS:
- This position is identified in the Xenia Community Schools Bloodborne Pathogens Exposure Control Plan as Classification 1. A working condition of this position is frequent exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle under inclement weather conditions
- Occasional interaction among unruly children
- Occasional exposure to hazardous situations
- Occasional interaction with hostile and/or aggressive individuals

Revised: January 14, 2013