

Red Wing Public Schools Position Description

Building Nurse

General Information

Department:	Health Services
Unit:	RW Education Support Personnel Association
Immediate Supervisor:	Licensed School Nurse
Grade Placement:	16
FLSA Status:	Non-Exempt

Position Summary

The Building Nurse is responsible for providing skilled nursing treatments, assessments, observations, evaluations, prevention and health education services to students to address their health needs according to district policies, health service procedures and state laws and regulations under the licensure of the Licensed School Nurse. The Building Nurse is responsible for administering medications and treatments; collecting and maintaining health records/information; and maintaining data privacy requirements.

Essential Duties and Responsibilities

1.	Assesses the nursing needs of students with chronic health conditions (e.g. diabetes, asthma, ADD/ADHD, seizures, etc.) during regularly scheduled visits to the health service office. a) Determines needed interventions in accordance with Health Action Plans and physician ordered medications. b) Administers prescription and non-prescription medications as ordered and authorized by physicians or parents. c) Provides necessary treatments. d) Evaluates the effectiveness of nursing treatments and actions. e) Documents all visits and nursing treatments provided to students.
2.	Collaborates and communicates with other health professionals and health providers both inside and outside of the District. Informs and reports to the MN Dept. of Health, staff and licensed school nurse of any communicable diseases, immunization compliance, exemptions, and in-process students.

3.	<p>Assesses and provides nursing care and health services to students in non-scheduled visits to the office or in the case of medical emergencies (e.g. low blood sugars; seizures; difficulty breathing due to asthma; allergic reactions; etc.), illnesses, injuries or emotional issues.</p> <ul style="list-style-type: none"> a) Intervenes to meet health needs/concerns and communicates with parents, teachers, counselors, administrators, as needed to determine intervention(s). b) Administers prescription medications as ordered and authorized by parents and physicians. c) Provides necessary treatments. d) Provides first aid for school day injuries/emergencies. e) Identifies students with chronic health concerns through student emergency cards, physicals, health screenings and parent contact information. Develops action plans for students with chronic health issues and assists the LSN in the development of Individual Health Plans. f) Participates in the conduct of health screenings (e.g. hearing, vision, scoliosis, immunization compliance, etc.) to identify health concerns, needs, and requirements of students.
4.	<p>Documents all direct and indirect care provided to students by licensed nurses according to licensure. Provides documentation for 3rd party billing.</p>
5.	<p>Educates, informs, consults with and collaborates with other district staff, parents, students and administrators concerning health issues, protocols, concerns or needs. Teaches staff how health concerns impact learning; teaches staff on how to perform specific interventions, if needed; and recommends community resources, when appropriate.</p>
6.	<p>Promotes staff wellness and safety. Performs assessments and plan development for workers compensation, accident reports; health assessments (e.g. BP, biometrics, etc.) and supports and advises staff to promote good overall health and serving on health and safety committee.</p>
7.	<p>Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).</p>

Required Education, Training, and Work Experience

Required Education / Training: 2 years of college

Degree Information: Associate Degree

Major Field of Study or Degree Emphasis: Nursing

Required Work Experience: Minimum of 1 year of nursing experience

Licenses / Certifications Required:

- Valid driver's license in Minnesota
- Registered Nurse or Licensed Practical Nursing License in Minnesota
- First aid, CPR, and AED certifications

Essential Knowledge Required to Perform the Essential Functions of the Position

- District and health policies, procedures, guidelines pertaining to areas of responsibility.
- Data privacy and confidentiality laws.
- Application and use of computers, business productivity software/applications.
- Nursing procedures, practices and policies (e.g. immunizations, skilled nursing treatments, medication administration, mandated reporting, special education, Nurse Practice Act, etc.).
- Disabilities, chronic health concerns and medical conditions common in the student population.
- Medications, their side effects, and interactions.
- Laws, rules and regulations governing students with disabilities in Minnesota Public Schools, and local rules and regulations governing health services to students.
- First aid and CPR.
- Resources available to patients with health care issues.

Essential Skills Required to Perform the Work

- Establishing and maintaining effective working relationships with students, parents, staff, administrators, outside health professionals and health agencies.
- Assisting LSN in the development of IHP and other health planning for students, under their license and direction, as required.
- Educates, advises and informs staff, parents and students concerning health needs, conditions, prevention or control of health issues, problems or concerns.
- Initiating appropriate responses (orally or in writing) to issues that are sensitive and potentially controversial.
- Skilled in providing skilled nursing care and treatments (e.g. glucose testing, catheterization, medication administration, nebulizer/inhaler treatments, first aid, etc.).
- Updating and maintaining databases, reports, spreadsheets, documents, correspondence, etc.
- Maintaining confidentiality and data privacy.
- Conducting health care assessment and decision-making based on medical knowledge.
- Skilled in maintaining, updating and documenting health records, medication administration, and immunization files and records.
- Ability to read, and accurately interpret written materials of a technical nature.
- Serving as a resource to staff and faculty concerning health issues and concerns.
- Administering CPR and first aid.
- Conducting health screenings provided by the district.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best summarized as Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull, or otherwise move objects in the performance of the job.

Physical Job Requirements:

	Amount of Time Spent			
	None	1/3 or Less	1/3 to 2/3	Over 2/3
Physical Activities				
Stand			X	
Walk			X	
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands arms			X	
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Lifting / Forcing Exerted				
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
Over 100 pounds	X			

Unusual or Hazardous Working Conditions Related to Performance of Duties:

Exposures to disagreeable odors, communicable diseases, body fluids, blood borne pathogens, and bio-hazardous materials. Risks of environmental hazards and physical risks are minimized given the training level, risk management procedures and safety training provided or required of incumbents.

Classification History and Approval

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