

Red Wing Public Schools Position Description

Licensed School Nurse

General Information

Department:	Health Services / Administration
Unit:	Education Minnesota Red Wing (Teachers)
Immediate Supervisor:	Superintendent
Grade Placement:	19
FLSA Status:	Exempt

Position Summary

The Licensed School Nurse is responsible for providing professional nursing services to advance the well-being, academic success and lifelong achievements of students. The School Nurse facilitates and promotes health and safety; intervenes with actual and potential health problems; performs health care assessments, interventions, and develops individual health care plans; administers medication; performs prescribed treatment; provides case management services; and collaborates with other professionals to address student health and needs.

Essential Duties and Responsibilities

1.	Organizes and provides leadership in health care services provided to the school district. <ul style="list-style-type: none">a) Plans, recommends, and implements health care procedures, health policies, and safety procedures.b) Provides health information to district staff.c) Conducts training to staff in health procedures and medications.d) Coordinates and participates in the maintenance of student health records.e) Oversees the administration of school immunization programs and promotes the awareness of its disease prevention value and to assure compliance with State immunization requirements.f) Serves as a district resource on infectious disease and infection control procedures and processes.g) Collaborates and works with public health and social service agencies coordinating services health care needs of students.
2.	Administers medications and the development of medication protocols. Implements medication management through collaboration and working with parents, physicians to obtain proper authorization and to document health records. Oversees the proper storage and administration of medications by building nurses and/or designated personnel.

3.	Supervises, coordinates and provides leadership over the operations and staff of the health services department. a) Delegates duties, tasks and responsibilities to Building Nurses and other staff in skilled nursing procedures in accordance with the MN Nurse Practice Act. b) Manages, coordinates, implements and evaluates the operation of the school health programs. c) Recruits, interviews and hires health service staff and substitute staff. d) Plans and provides for the staff development and training of health personnel (e.g. basic life support, CPR and AED, etc.).
4.	Provides skilled nursing care, treatments, triage, interventions, health care assessments, referral and follow-up as needed. Provides ongoing nursing assistance and management of health conditions in the school setting in such areas as diabetic, asthma, and seizure management. Administers, instructs and/or delegates first aid emergency care.
5.	Formulates and implements individual/emergency health care plans for students with health care needs within the district. Communicates and trains appropriate personnel in student health needs and care.
6.	Develops and implements 504 plans for students with health care issues and provides oversight to building nurses in the implementation of 504 plans.
7.	Maintains and documents 3 rd party billing logs for students with medications and/or procedures.
8.	Supervises educational assistants in the delivery of any delegated procedures or in the performance of students' daily living skills.
9.	Plans, organizes and participates in the conduct and follow-up of health preschool screening screenings; hearing and vision screenings; and scoliosis screenings. Conducts episodic screenings, evaluations and follow-ups as indicated.
10.	Promotes staff wellness and safety. Assists in performing health assessment (e.g. BPs', biometrics, etc.), serves on health and safety committee and staff wellness committee.
11.	Performs other duties of a comparable level or type as apparent or assigned by his or her supervisor(s).

Required Education, Training, and Work Experience

Required Education / Training: 4 years of college

Degree Information: Bachelor's Degree

Major Field of Study or Degree Emphasis: Nursing

Required Work Experience: Minimum of 1 year of nursing and/or public health experience

Licenses / Certifications Required:

- Valid driver's license in Minnesota
- Registered Nurse by the Board of Nursing
- Licensed School Nurse by the Minnesota Department of Education

Essential Knowledge Required to Perform the Essential Functions of the Position

- Fundamentals, principles and practices of nursing care procedures, methods and techniques;
- Relevant public health laws, guidelines and rules pertaining to student health care, preschool screenings, special education and nursing care services;
- Special education rules and guidelines pertaining to initial and ongoing health evaluation requirements.
- District administrative rules and procedures pertaining to health care services and operations;
- Medical terminology, diseases, current health care issues, health assessment/symptoms, concerns and trends.
- Fundamentals of child health and development.
- District administrative procedures, policies and guidelines.
- Community resources, health agencies and social service organizations in the community.

Essential Skills Required to Perform the Work

- Assessing, evaluating, planning and implementing health care and health care services within the district;
- Establishing and maintaining a school based health care program.
- Interpreting and applying any relevant state, federal or local laws, rules or regulations relevant to school based health care and its services.
- Coordinating, delegating, monitoring and directing health care providers in the district.
- Planning, implementing and instructing students and staff in health care issues and concepts;
- Delivering and conducting skilled nursing treatments, first aid and emergency health services;
- Organizing, implementing and maintaining health records, medication administration/management, documentation and reporting requirements.
- Assessing and formulating individual health care plans.
- Setting work priorities and working independently.
- Conducting and implementing of various health screenings and immunization programs.
- Establishing and maintaining effective working relationships with employees, supervisors, department heads, physicians, students, parents, and the community. Collaborating with and working with other professionals in a team environment.
- Using computer databases, reports, spreadsheets, documents, correspondence and E-mail.
- Maintaining confidentiality and data privacy.

Typical Physical Demands for this Position

Summary of Physical Job Requirements:

Physical requirements associated with the position can be best described 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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