

**LEXINGTON / RICHLAND SCHOOL DISTRICT FIVE, SOUTH CAROLINA
JOB DESCRIPTION, NOVEMBER 2018**

JOB TITLE: SCHOOL NURSE

GENERAL STATEMENT OF JOB

Under limited supervision, administers medical assistance and first aid to students according to school health program procedures prescribed by the District. Performs routine counseling services; refers students and their parents to community agencies and professionals as appropriate. Maintains student health records. Reports to the assigned Principal.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Collects and reviews health cards on all students, noting significant information, including allergies, medications, illnesses and health conditions; notifies teachers of all significant health problems of students they work with.

Maintains accurate, complete and confidential health records of students using the computerized School Health Management Program (SNAP) and SASSI software.

Obtains and maintains student immunization records; prepares S.C. certificates of immunization when appropriate documentation is provided; makes referrals to physicals and/or DHEC as necessary; prepares DHEC immunization reports as required.

Manages school health room; sees ill and injured students on a walk-in basis and handles medical emergencies. Notifies parents or physicians, as necessary, in cases requiring medical attention; summons ambulance if necessary.

Participates in the District's screening program for vision, hearing, scoliosis and blood pressure; enters screening results in the SNAP program; determines if further medical consultation or treatment is necessary or advisable; makes referrals and follows up with individual cases as needed.

Monitors students for health problems, including lice infestation, elevated blood sugar levels, etc., and unmet health needs.

Counsels and educates students about their health problems or conditions, disease prevention, hygiene and health maintenance. Provides health instruction, counseling and guidance to parents and staff on subjects such as CPR, first aid, emergency care procedures and special health problems.

Dispenses prescription and non-prescription medications as directed by physician and parent.

Looks for conditions which might indicate the presence of communicable diseases; alerts faculty, parents, physicians and public health authorities when necessary.

Assists in identifying and reporting suspected child abuse/sexual abuse/neglect.

Develops individual health plans for students with handicaps or chronic health conditions; assists in identifying students with special needs.

Identifies and monitors students with extended illnesses/absences and corresponds with attendance clerk and parent concerning illness/absence.

Coordinates health and social services for students between school, family physician, hospitals and community agencies.

Researches illnesses and diseases, and consults with other nurses and health care professionals to determine appropriate care at school.

Ensures compliance with OSHA regulations concerning bloodborne pathogens protocol.

Participates in implementing a system for managing school emergencies and the conduct of actions to prevent both unintentional and intentional injury and/or disease occurrences.

Orders and maintains inventory of health room supplies and equipment.

Prepares and distributes first aid kits for field trips and emergency situations; prepares and distributes mini-first aid kits for all staff members; prepares and maintains code blue equipment and supplies for emergencies.

Compiles data for and prepares various reports and records required by the school, District and other agencies.

Reviews District policies and procedures for student nursing, and recommends changes as appropriate to ensure the provision of quality health care.

Reviews Medicaid forms for eligibility; generates monthly Medicaid billing reports.

Performs routine administrative/office tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data, etc.

Interacts and communicates with the immediate supervisor, other school staff, District administrators and staff, professional peers, co-workers, students, parents, physicians, pharmacists, therapists, hospital personnel, other health care providers, social service agency personnel, various government agency personnel, sales representatives, and the general public.

Operates various types of office equipment including a computer, printer, typewriter, calculator, audio-visual equipment, fax machine, copier and telephone, and a variety of medical instruments and equipment such as a wheelchair, blood pressure cuff, stethoscope, otoscope, thermometer, nebulizer, audiometer, glucometer, scoliometer, titmus machine, sphygmomanometer, etc.

Uses clerical, copier and computer supplies, CPR and first aid supplies, medications, eye charts, gloves, protective equipment, thermometer, etc.

Receives and responds to inquiries, concerns and complaints from staff, parents, medical personnel and students regarding nursing services.

Keeps abreast of developments and innovations in the profession; attends training, conferences, workshops, seminars, etc., to enhance job knowledge and skills.

ADDITIONAL JOB FUNCTIONS

Assists with school registration events and procedures.

May teach growth and development classes for assigned grade(s) and provide related information to parents.

May teach CPR classes for District staff.

May repair damaged eyeglasses as needed.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a Bachelor's or Associate's degree in nursing supplemented by one to two years of nursing experience, preferably in an educational setting, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must be licensed to practice nursing in the state of South Carolina; must possess CPR and First Aid certifications. Must possess a valid state driver's license.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis or routine keyboard operations.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving assignments and/or directions from supervisor.

Language Ability: Requires the ability to read a variety of policy and procedure manuals, computer manuals, reference materials, etc. Requires the ability to enter data into computer and prepare reports, correspondence, budgets, etc., with proper format, punctuation, spelling and grammar, using all parts of speech. Must be able to speak with poise, voice control and confidence and to articulate information to others.

Intelligence: Requires the ability to apply logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of instructions in oral, written or diagrammatic form; to deal with several abstract and concrete variables. Requires the ability to make independent judgments in the absence of supervisor; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information and the ability to comprehend and implement basic office machinery functions.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational and cultural backgrounds.

Numerical Aptitude: Requires the ability to add and subtract totals, to multiply and divide, to determine percentages and decimals, to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment and communications machinery.

Manual Dexterity: Requires the ability to handle a variety of items including computer keyboards, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency or tight deadline. The worker is subject to tension as a regular, consistent part of the job.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to hear and understand communications through a telephone.

PERFORMANCE INDICATORS

Knowledge of Job: Is knowledgeable in the methods, policies and procedures of the Lexington Richland School District Five pertaining to specific duties of the School Nurse. Has thorough knowledge of the organization of the District. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Is able to make sound, educated decisions. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Has the ability to plan, organize and prioritize daily assignments and work activities. Has thorough knowledge of the materials, equipment, procedures and standards employed in professional nursing. Has thorough knowledge of established procedural guides as approved by the County Health Department. Has working knowledge in the areas of special education, special needs assessment, pediatric rehabilitation, physical / occupational / speech therapy, etc. Has some knowledge of counseling techniques; is able to refer students to appropriate professionals for mental health care. Is able to communicate effectively and patiently with students. Is able to operate the devices used for screening tests. Has thorough knowledge of available medical and social resources for the care and treatment of the ailing and ill. Has thorough knowledge of public health laws and regulations relating to sanitation and the control of communicable diseases. Is able to help ensure school adherence to bloodborne pathogens protocols and other health / sanitation guidelines. Has thorough knowledge of municipal and rural health problems and effective control measures. Has the ability to offer guidance and assistance to co-workers and employees of other departments as required. Is able to read and interpret medical reference books, lab reports and health screening results, and related materials pertaining to the responsibilities of the job. Knows how to prepare reports, correspondence, health records, etc. with accuracy and confidentiality. Has knowledge of and is able to use modern office practices and equipment, including computers for word processing and records management. Has knowledge of proper English usage, vocabulary, punctuation and spelling; has the mathematical ability to handle required calculations. Has comprehensive knowledge of the terminology and various professional languages used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations. Knows how to make public presentations. Has the ability to learn and utilize new skills and information to improve job performance and efficiency.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interaction with internal and external entities with whom the position interacts.

Quantity of Work: Performs described Essential Functions and related assignments efficiently and effectively in order to produce quantity of work which consistently meets established standards and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to higher management with respect to vacation time and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates proper and acceptable action for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.