

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: SCHOOL NURSE-STUDENT SERVICES

GENERAL STATEMENT OF JOB

Under general supervision, performs administrative work regarding preventive and acute health care as part of health services. Work involves providing training; assisting and advising staff in matters pertaining to the health of students; and serving as a liaison between the school, school system and private medical professionals, clinics, and human services agencies. Employee is also required to maintain a variety of records and reports pertaining to data collected. Employee is exposed to the normal hazards of emergency medical work, including risk of exposure to infectious diseases. The nurse is expected to function at all times within the scope of the Nurse Practice Act and Guilford County Schools policy/procedure. The nurse provides both administrative and direct duties in carrying out the Guilford County Schools coordinated school health program. Reports to the Director of Health Services who is part of the student services division.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Performs cardiopulmonary resuscitation when confronted with a pulseless non-breathing patient.

May perform any of the following procedures if allowed by the Guilford County Board of

Education and/or State Board of Education, and in accordance with the North Carolina Nurse Practice Act:

(1) patient assessment; (2) basic life support techniques in accordance with the American Heart Association or American Red Cross including airway management and cardiopulmonary resuscitation; (3) oxygen administration; (4) hemorrhage control; (5) treatment for shock; (6) bandaging and dressing soft tissue injuries; (7) splinting fractures and dislocations; (8) treatment of injuries to the head, face, eye, neck, and spine; (9) treatment of injuries to the chest, abdomen and genitalia; (10) provision of basic life support for medical injuries; (11) assisting in emergency normal and abnormal childbirth; (12) emergency treatment of injuries as a result of exposure to heat and cold; (13) treatment of burns; (14) lifting and moving patients for transfer to a medical facility; and (15) extrication of patients from confined areas.

Administers or makes recommendations for routine personnel matters affecting subordinate(s), including recruiting, interviewing, hiring, training, assigning, scheduling, granting leave, appraising and disciplining, etc., and submitting such records and reports as required by Schools system

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administration.

Makes oral presentations to staff and community groups as part of in-service training about specific health concerns, as appropriate; assists school system administrators and appropriate committees in developing health related programs for school staff, parents and students.

Serves as liaison between the school system and community at large, human services agencies and other institutions or agencies providing services to students and/or their families as appropriate.

Prepares and maintains comprehensive notes, records and reports of information related to assigned duties.

Serves on various school system committees, attending meetings and participating in other activities of such groups as appropriate.

Attends seminars, conferences, workshops, classes, lectures, etc., as appropriate, to enhance and maintain knowledge of trends and developments in the field of nursing, reviews professional journals, attends association and professional meetings, and otherwise maintains contacts with nursing and school system staff to facilitate exchange of information.

ADDITIONAL JOB FUNCTIONS

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Master's degree in nursing, and 5 years of professional nursing experience preferred, including knowledge of potential health problems of school-age and adolescent children, both healthy and those with chronic conditions and handicapping conditions; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

SPECIAL REQUIREMENT

Registered as a Nurse by the North Carolina Board of Nursing. Must possess a School Nurse certificate upon employment.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be able to operate a variety of equipment including computers, nebulizers, adding machines, blood pressure machines, oxygen tanks, suction machines, feeding

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pumps, etc. Must be able to exert up to 100 pounds of force occasionally and/or 20 pounds of force frequently, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Due to amount of time spent standing and/or walking, physical requirements are consistent with those for Medium Work.

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

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to assistants or subordinates.

Language Ability: Requires the ability to read a variety of correspondence, referrals, medical records, newsletters, notes, charts, etc. Requires the ability to prepare correspondence, reports, forms, plans, logs, charts, etc.

Intelligence: Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; deal with several abstract and concrete variables.

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 using medical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

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

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using medical equipment.

Manual Dexterity: Requires the ability to handle a variety of office machines, 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 stress and when confronted with persons acting

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under stress.

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 communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the North Carolina Nurse Practice Act.

Considerable knowledge of emergency and routine medical procedures.

Considerable knowledge of health care agencies and institutions in the area.

Considerable knowledge of current literature, trends and developments in the field of school nursing.

General knowledge of the principles of supervision, organization and administration.

Skill in performing health screenings and medical examinations.

Ability to perform a variety of emergency medical procedures.

Ability to train others in first aid and emergency care.

Ability to assess the needs of students and develop a plan to meet those needs.

Ability to communicate effectively both orally and in writing.

Ability to maintain complete and accurate records and to develop simple reports from those records.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.