

# JEFFERSON COUNTY SCHOOL SYSTEM

## JOB DESCRIPTION

### SYSTEM-WIDE REGISTERED SCHOOL NURSE

#### Qualifications

1. Maintain current RN License
2. Maintain current CPR and FIRST AID Instructor's certification.

#### Essential Duties & Responsibilities

1. Provide yearly blood borne pathogens and universal pre caution training with documentation for school personnel.
2. Supervise and train school based nurses.
3. Make arrangements for designated personnel to receive HBV and HAV vaccine.
4. Help provide flu shots to school personnel as requested.
5. Make regular visits to assigned schools.
6. Provide training to non-instructional personnel in assisting students to self-administer medications and other procedures with appropriate documentation.
7. Review immunization records and assist schools with immunization legal compliance.
8. Assist in control and prevention of communicable diseases.
9. Provide CPR, First Aid, and Emergency Care instructions to school's "First Responder Team."
10. Assist and/or provide health related in-service programs for employees.
11. Assist students with self-administered medications as needed.
12. Set up of medication carts and documentation logs for school not served by a school nurse.
13. Write or collaborate with the writing of Health Care Plans and Emergency Health Care Plans for students with special health care problems.
14. Assist with the development of special education documentation and development of individualized health care plans as needed.
15. Assesses and evaluates health of students with medical referrals as needed.
16. Provide screening and emergency first aid to sick and injured students and school personnel.
17. Develop and teach health and wellness topics for students.
18. Provide clinical and emergency protocols for clinic operations.
19. Work with school nurses to maintain clinic areas and inventories of needed supplies.
20. Serve on multi-disciplinary teams as needed.
21. Recommend modifications in educational programs to school personnel when the health or development of a student indicates a need.
22. Provide case management for individual students to access and coordinates resource as needed.
23. Serve the system as a health consultant and resource person on health related matters.
24. Provide health counseling to students, parents and school personnel as needed.
25. Serve as liaison between parents and schools in health matters.
26. Assist with head lice screenings and referrals.
27. Collaborate with local hospitals, community agencies, Public Health Department, and outreach programs.
28. Complete annual state reports on clinic procedures, medications, and special procedures.
29. Provide professional development in-service training for school-based nurses.