

JOB DESCRIPTION: SUBSTITUTE SCHOOL NURSE

The requirements listed below under the job title are representative of the knowledge, skills, and/or abilities required to perform the duties of this position.

1) JOB TITLE: SUBSTITUTE SCHOOL NURSE.

Other job titles the Substitute School Nurse may be known by include (but are not limited to): Registered Nurse (RN), Licensed Practical Nurse (LPN)

2) QUALIFICATIONS.

- a) Meets state requirements for education qualifications certifications and licensure.
- b) Ability to provide health care services to students of varying ages and sizes.
- c) Ability to read, write and communicate in the English language fluently and effectively.
- d) Effective organizational, communication and interpersonal communication skills.
- e) Must be able to follow oral and written directions and have the ability to establish effective working relationships with School District staff and students.
- f) Maintain student and school personnel and medical record confidentiality.
- g) Endeavors to understand and respect the values and traditions of the diverse cultures represented in the community and in the school.
- h) Manifests a positive role in school/community relations.
- i) Such additional qualifications to the above as the Board of Education may find appropriate and acceptable and as agreed upon by Kelly Education (KE).

3) REPORTING STRUCTURE.

- a) The Substitute School Nurse will report to the Lead School Nurse or other appropriate School District authority.
- b) The Substitute School Nurse will receive day-to-day and all health care services-specific instruction from the School District.

4) ESSENTIAL DUTIES AND RESPONSIBILITIES.

Provides health care services to students by performing the following essential duties and responsibilities:

- a) Participates in medical examinations and reviews findings to evaluate health status of pupils and progress of program.
- b) Cooperates with school personnel in identifying and meeting social, emotional, and physical needs of school children.
- c) Administers immunizations, provides first-aid, and maintains health records of students.
- d) Counsels students in good health habits.
- e) Dress in a safe and appropriate manner as described in the KE Standards of Professional Conduct
- f) Assists in maintaining a healthy, safe, learning environment by promoting OSHA Standards relevant to bio-hazardous materials, hepatitis, and first aid-CPR training.
- g) Monitors and follows all aspects of dispensing medication (prescription or over-the-counter) to students at school, according to school protocol and policies and procedures to include proper provider authorization, parental request, proper administration, and timely documentation.
- h) Verifies the identity of each student and dosage instructions with office administration before medicine (prescription or over-the-counter) is dispensed to a student.
- i) Collaborates with school office staff, principal, and/or parents regarding students identified for exclusion due to medical reasons.
- j) Reports to the Kelly representative within 24 hours of occurrence, an incident that results in injury, illness, harm, or the potential for significant harm to a student.
- k) Perform such additional duties as the Board of Education may find appropriate and acceptable and as agreed upon by Kelly Education.
- l) Immediately notifies my Kelly Education representative of any proposed change in job duties or responsibilities that differ or are inconsistent with the standards contained herein. No changes may take effect until Kelly Education has formally agreed to the proposed change.
- m) For your own safety as well as that of students and district staff, Kelly Education requires adherence to a 'S.A.F.E. Touch' policy as it relates to physical contact between you and students. This policy is located in the Kelly Education Handbook Addendum, reference Section: KELLY EDUCATION 'S.A.F.E TOUCH' POLICY.

5) SUPERVISORY RESPONSIBILITIES (IF APPLICABLE).

Under the direction and guidance of the Lead School Nurse or other appropriate School District authority, the Substitute School Nurse may have supervisory duties, such as supervising Certified Nursing Assistants.

- a) As applicable, the Substitute School Nurse will allow all students to see the on-site nurse or visit the school clinic if and when they request to do so. The Substitute School Nurse should never make judgment calls as to the authenticity of a student's request in this regard unless otherwise directed by School District personnel.
- b) As applicable, the Substitute School Nurse will allow all students to use the restroom if and when they request to do so. The Substitute School Nurse should never make judgment calls as to the authenticity of a student's request in this regard unless otherwise directed by School District personnel.
- c) As applicable, the Substitute School Nurse will not actively or competitively participate in any physical activities, exercises, competitive games or sports with students or other faculty members at any time, including in school gymnasiums, classrooms, or on the playground. In the event an assigned employee is assigned to a physical education class, physical activity shall be limited to non-participation instructional purposes only.

School District will use Substitute School Nurse only in assignments consistent with the job descriptions for which KE places them, will not give duties to a Substitute School Nurse that the Substitute School Nurse must perform outside of School District's premises, and will take full responsibility for assignments or duties that differ from the Substitute School Nurses' mutually agreed upon job duties, responsibilities, work environment, or location, unless mutually agreed to in writing.

6) EDUCATION AND/OR EXPERIENCE

- a) Bachelor's degree in Nursing (B.S.N.) from an accredited four-year college or university preferred.
- b) Qualifications include one to two years related experience and/or training; or equivalent combination of education and experience.

7) CERTIFICATES, LICENSES, REGISTRATIONS.

Must meet all current and applicable local, state, and federal licensing requirements to Registered Nursing or Licensed Practical Nursing and any certifications based on customer requirements.

8) LANGUAGE SKILLS

- a) Ability to read, analyze and interpret related periodicals, professional journals, technical procedures, or governmental regulations.
- b) Ability to write reports, business correspondence, and procedure manuals.

9) PHYSICAL DEMANDS.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- a) While performing the duties of this job, the Substitute School Nurse may be required to sit for regular periods of time.
- b) The Substitute School Nurse must be able to move swiftly, navigate stairs, and be able to walk long distances.
- c) The Substitute School Nurse frequently is required to stand, walk, reach with hands and arms, and talk or hear.
- d) Substitute School Nurse must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- e) Specific vision abilities required by this job include close vision, and color vision.