

PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION TITLE: REGISTERED NURSE-CREDENTIALLED

DEFINITION: Under the direction of the Special Education/Student Services Director the Credentialed Registered Nurse, serves as a part of the educational team assisting in the promotion of individual, school, family and community health, providing specialized physical health care procedures for students, assisting in managing physical health conditions of students, providing training and supervising other staff in the provision of health-related services and assisting with maintaining student health records, and to perform other duties as assigned.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:

- Perform specialized physical health care, direct nursing services, and health education support services

Direct Nursing Services:

- Assess student records for compliance with state mandates for immunization and physical exam requirement
- Administer insulin or assist in the administration of insulin to diabetic students, including assisting with carbohydrate counting, the calculation of proper insulin dosages, and insuring proper administration techniques
- Appropriate administration of rectal diastat
- Perform or supervise, train and assist others with Gastrostomy and nasogastric feedings, toileting, catheterizations, tracheotomy care, suction, ostomy care, diaper changes, nebulizer treatments, glucagon administration, emergency care in an anaphylactic reaction, including administration of the epi-pen, and lifting and positioning physically disabled students, and all other procedures described in "Guidelines and Procedures for meeting the specialized Physical Health Care Needs of Pupils"
- Collaborate with teachers, parents, and physicians concerning side effects and adjustments to medications; obtain physicians' orders for medication needed at school, and request refills
- Provide updated information regarding any changes in a student's condition or changes in the doctor's orders
- Initiate emergency procedures as needed, including, but not limited to administering minor first aid and CPR to students and activating EMS or other follow up care
- Supervise the maintenance of a current list of students with major health conditions and provide updates to the staff, while maintaining compliance with HIPPA and FERPA laws
- Monitor medications given at school
- Provide emergency care when on site
- Identify communicable diseases and refer to medical provider; conduct a program to prevent the spread of disease
- Maintain health records on all students
- Respond to teacher concerns about student health issues
- Provide special procedures, or instruct others in their application that are required by students with special needs
- Make home visits as appropriate
- Provide current health and developmental information on students during the Student Study Team process
- Under supervision, provide follow-up for health problems identified during vision, hearing, scoliosis, diabetic, dental and nutritional screenings using standardized information
- Monitor inventory of classroom and medical supplies; including first aid kits and nursing informational flyers and forms; assist in ordering, receiving and maintaining appropriate inventory levels of supplies as assigned

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- Provide crisis counseling to students, families and staff
- Work with students and families who have health related problems
- Supervise other staff working within the school setting, such as Health Clerks, RN's, LVN's and CNA's, in the delivery of health-related services to students
- **Planning and Coordinating Duties**
- Act as liaison between student, family, doctor, dentist, and teachers for major health problems
- Refer students and their families to community resources
- Establish and maintain first aid policies and procedures
- Coordinate services for handicapped students and participate in student study team and IEP meetings
- Refer families to obtain home teachers for ill students
- Assist in the identification of students for adapted or modified physical education
- Identify and eliminate health hazards and participate in the development of the school disaster plan

Health Education Duties

- Provide standardized information and support student health education, including classroom alcohol, tobacco, drug, and sex education, actively participate in communicable disease education, and in areas related to hygiene, sleep habits, fitness and nutrition
- Conduct in-service education for school faculty and staff
- Provide health related education programs for parents
- Participate in developing curriculum for health education classes in the district

Other Related Duties:

- Prepare and deliver oral and written reports, recommendations, and presentations to committees, parents, and others as required
- Attend appropriate conferences, workshops, and meetings to keep informed of current practices and trends in school health issues; assume responsibility for professional growth through continuing education
- Develop and participate in special programs such as health fairs, blood drives, support groups, etc.
- Act as a community liaison by speaking to parent and civic groups
- Participate on district committees as required
- Prepare report drafts; compile, assemble and summarize data for a variety of reports, including special projects
- Receive and appropriately respond to telephone calls, requests for information, complaints and respond to emergencies
- Work collaboratively with others to ensure that service is performed at the highest level.
- Attend meetings, conferences, workshops as required
- Participate in MAA and LEA billing by submitting logs and completing surveys in a timely manner.

QUALIFICATIONS:

Knowledge of:

- Current nursing and medical practices appropriate to the school age child
- Public health issues, communicable disease, drug/alcohol/tobacco education, and sex education
- Current First Aid practices
- Structure of community health services and community health agencies and resources
- Technology and computer software applications relative to requirements of the position

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QUALIFICATIONS Continued:

Ability to:

- Establish and maintain cooperative relationships with students, school personnel, parents, co-workers, and the public
- Communicate effectively in the English language both orally and in writing.
- Meet schedules and timelines
- Work independently with appropriate direction
- Analyze situations accurately and adopt an effective course of action
- Learn and use technology and computer software applications as appropriate to the work environment
- Use initiative and judgment in discussing problems with the public and district staff, involving office practices and policies
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds
- Communicate verbally with administrators, staff, students and the community in situations requiring tact, diplomacy, and discretion
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, and firmness
- Learn and interpret specific rules, laws, and policies and apply them with good judgment in a variety of situations
- Must be able to work well independently and as part of a team
- Establish and maintain cooperative relationships with those contacted in the course of the work
- Maintain confidentiality

EDUCATION AND EXPERIENCE:

- Bachelor's degree from an accredited college or university
- Successful paid experience performing nursing services in a school, pediatric, or other applicable nursing environment

LICENSE OR CERTIFICATE:

- An appropriate California credential
- A valid Registered Nurse (RN) license in California
- Current certification in CPR
- Possession of a valid California Driver's license

PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:

Ability to:

- Sit for extended periods of time
- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of observing accuracy of reports and documents
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so others will understand
- Communicate using the telephone and radio
- Push/pull, squat, turn, twist, bend, and stoop
- Lift and carry 20 lbs

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- Physical mobility sufficient to move about the work environment (office, district, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps, and to respond to emergency situations
- Physical strength sufficient to periodically lift and/or carry 40 pounds of materials or supplies; occasionally lift 80 or more pounds with assistance
- Occasionally push and/or pull a variety of tools, equipment, or objects weighing 80 or more pounds
- Reach in all directions
- Think clearly and rationally to solve problems, use good judgment and make sound decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

WORKING CONDITIONS:

Office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers, reaching in all directions, and prolonged periods of time working at a computer terminal.

NOTE: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.