

# CHURCHILL COUNTY SCHOOL DISTRICT

## CLASSIFIED NURSE – RN

**FSLA STATUS: Non-Exempt**

**Created: 10/2004**

**Last Revised: 04/2015**

### **DEFINITION**

Perform assigned duties in the health office at assigned District site. Administer first aid and screen ill or injured students in accordance with State Law and District Regulations. Participate in health screening programs and other health-related services. Perform a variety of clerical duties involved in the maintenance of health records, immunization surveillance and follow up, referrals, and reports.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives general supervision from the Chief School Nurse, Director of Special Services in coordination with and the designated site administrator. Work is performed independently requiring some measure of initiative under the direction of the Chief School Nurse.

**ESSENTIAL FUNCTIONS** - *Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions.*

1. Responds in emergency situations, such as administering emergency nursing care to students and school staff presenting with acute/urgent illness, injury or health issues.
2. Administers medication to students in compliance with the Churchill County School District Medication Policy and the Nevada Nurse Practice Act.
3. Provides student health assessments to identify pupils who may have health related needs that could interfere with learning. Screen students for vision, hearing, scoliosis, and general physical health in accordance with Nevada Revised Statutes.
4. Follows District's policies and procedures regarding school health and the control of communicable disease. Authorize exclusion and re-admission of students in connection with communicable disease in accordance with the Nevada State Health Division and Centers for Disease Control recommendations.
5. Maintains a variety of confidential health related records and files including student medical records, emergency cards, and immunization records. Responsible for computer data entry of all student health related information. Alert appropriate staff of students with health related concerns. Ensure each student has been immunized in accordance with NRS 392.435 to 392.446 and all immunization information is entered in the computer. Gather and compile information for filing mandated reports.

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6. Inventories, requisition, and maintain a sufficient stock of health office supplies.
7. Maintains the health office in a clean and orderly manner. Serve on school site or District committees (i.e. safety, student assistance, handbook/duty, intervention team, Medical Emergency Response Team (MERT) etc.). Attend staff, professional, and inter-agency meetings.
8. Assists Chief School Nurse in compiling data to aid in the implementation and update of a plan of care, for pupils who have health related needs, which incorporates any plan specified by the pupil's physician and is approved by the pupil's parent or guardian. Assist teachers in adapting the school program to meet the individual needs of students with health related concerns.
9. Participates in the evaluation process for students referred for special education services. Interpret medical and nursing information that is related to a student's IEP and participate in MDT and IEP meetings when appropriate.
10. Refers parents/guardians to community resources. Serve as liaison between the school, community health and welfare agencies, and the medical profession.
11. Notifies parents or other designated adults regarding health problems, illnesses, or injuries of students. Provides health related education and counseling to staff, students, and families.
12. Delegate, train, supervise, and evaluate other personnel licensed by the Board of Nursing who may provide medication and other health care services to students.
13. Provide health resource to teachers involved with health education. May assist with health education in the classroom.
14. Complies with school site procedures and District policies and regulations. Willing to assume other tasks or duties as assigned by the site administrator or Director of Special Services or Chief School Nurse.
15. Upholds professional standards of nursing.
16. Administers legally prescribed, labeled and dispensed medications with written medical and parental permission to students following a safe and reliable medication procedure.

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## **CLASSIFIED NURSE – RN, continued...**

**QUALIFICATIONS** – *Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)*

### **Knowledge of:**

- First Aid procedures, CPR/AED and medical terminology;
- Specialized procedures and ability to perform under the guidance of the Nurse Practice Act;
- Computers and efficient use of office equipment; and
- Federal, State, and Local laws and regulations affecting the delivery of school health services.

### **Skills to:**

- Provides resources and health counseling to students, families and school staff under the direction of a Certified School Nurse;
- Instruct students and staff on proper health care and maintenance;
- Explain physician's recommendations interpret medical and nursing information;
- React professionally in stressful emergency situations; and
- To communicate and interact cooperatively with others.

### **Ability to:**

- Learn techniques and practices in administering to handicapped students;
- Keep current on health guidelines and regulations;
- Works cooperatively with students, parents/guardians, administration, staff and public using tact, patience, and diplomacy;
- Follow oral and written instructions;
- Work independently;
- Handle emergency situations without supervision and make sound health care decisions;
- Recognize and report hazards and apply safe work methods;
- Practice in continuing education programs to increase knowledge, update skills, and maintain licensure; and
- Maintain security and confidentiality with student's health information.

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## **CLASSIFIED NURSE – RN, continued...**

**Experience and Training Guidelines** - *Any combination of experience and training that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:*

### **Training and Experience:**

All training and experience applicable to the receipt and maintenance of a valid Nevada License to practice as a Registered Nurse.

### **Required License or Certificate:**

Must possess and maintain through employment a valid license issued by the Nevada State Board of Nursing as a Registered Nurse (RN).

Current Basic Life Support (BLS), Automated External Defibrillator (AED) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification training must be in-person and include a hands-on component. (Online courses will not be accepted)

A valid Nevada driver's license is required.

**Physical and Mental/Intellectual Requirements:** *The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.*

Strength, dexterity and coordination to use keyboard and video display terminal for prolonged periods. Cognitive ability to operate a computer using word processing and databases. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records or provide nursing care is necessary. The ability to effectively communicate in person, via telephone or by electronic means as appropriate. May lift objects in excess of twenty-five pounds (25) and occasionally lift or move objects weighing fifty pounds (50) or more.

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Please see chart below indicating specific physical requirements.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals are encouraged to discuss potential accommodations with the employer.

### PHYSICAL CAPACITY REQUIREMENTS FOR POSITION

(Mark with an X, leave blank where not applicable)

ESSENIAL FUNCTIONS	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting			X	
Standing	X			
Walking	X			
Bending/Stooping/Squatting/Twisting	X			
Crawling	X			
Kneeling	X			
Reaching above the body	X			
Reaching away from body	X			
Climbing Stairs	X			
Climbing while working (ladders, stools, roofs, poles)	X			
Balancing	X			
<b>Lifting &amp;/Or Carrying objects:</b>				
50 Pounds or 1/3 Bodyweight	X			
Pushing	X			
Pulling	X			
Grasping/Gripping		X		
Handling		X		
Applying Torque (arms)		X		
Fine Manipulation	X			
Repetitive Work			X	
Weight Barring	X			
Typing, Keyboarding, or Entering Data			X	
Computer Monitor/CRT			X	
Driving a Vehicle	X			
Working Alone		X		
<b>Operating Machinery or Equipment:</b>				
Heavy Equipment				
Vibrating Equipment				

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Power Tools				
Machine/Electrical Hazards				
Ladders > 6 Feet				
Personal Protective Equipment		<b>X</b>		
Respirator Use				
<b>Work Conditions:</b>				
High Noises				
Heights				
Confined Spaces				
Heat Stress				
Cold Stress				
UV Exposure				
Hazardous Chemicals/Waste				
>8 Hours Per Day				
Overtime/Irregular Hours	<b>X</b>			
<b>Senses:</b>				
Eyes				<b>X</b>
Visual Demanding Work				<b>X</b>
Near Vision			<b>X</b>	
Far Vision	<b>X</b>			
Depth Perception	<b>X</b>			
Basic Color Discrimination	<b>X</b>			
Audio Arms	<b>X</b>			
Ability to Smell	<b>X</b>			

**Working Conditions:** Work is performed under the following conditions.

Position functions indoors in an office type environment where most work is performed at a desk. Environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors and possible exposure to blood borne pathogens, bacteria and communicable disease.

**Employee's Acknowledgment:** I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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