

# Job Description

Francis Howell School District

## Registered Nurse

### Purpose Statement

The job of Registered Nurse is done for the purpose/s of supporting the educational process through overseeing the individual health needs of students and staff; developing and implementing health care plans ; ensuring district health care practices comply with the laws relating to student health issues; providing appropriate immediate care for ill, medically fragile and/or injured students; serving as a health care resource to teachers, staff, and administrators; and conducting mandated health screenings and identifying health problems for referral to appropriate parties for proper follow up treatment within the framework of school nursing practices.

This job reports to Nurse Coordinator

### Essential Functions

- Administers health screenings (e.g. vision, hearing, blood pressure, impairment assessments, etc.) for the purpose of coordinating health care maintenance.
- Assesses for illness and/or injury for the purpose of providing safe and effective evidenced based nursing.
- Assesses students with chronic illnesses for the purpose of assisting the child in achieving the highest possible functional level to attend an educational setting.
- Assesses situations involving students' safety, abuse (physical, sexual, drug, etc.) and other health related issues for the purpose of identifying concerns referring for proper treatment and complying with best practices.
- Collects data to support assessment and nursing diagnosis (e.g. quantity reports, student services, correspondence, internal audits, etc.) for the purpose of documenting and evaluating quality improvement.
- Communicates health and safety issues to Nurse Coordinator and School Administrators (e.g. fights, suspected child or substance abuse, contagious diseases, etc.) for the purpose of maintaining students' personal safety, risk reduction and positive academic outcomes.
- Develops individual health plans

Individual Health Plans for the purpose of addressing students' health needs, providing direction to site personnel, and/or and implementing directions provided by parents and/or physicians.

- Maintains student's confidential files and records (e.g. health care plans, agency referrals, accident reports, etc.) for the purpose of providing information required by legal requirements and professional standards.

- Maintains communication with parents/guardians for the purpose of supporting changes in student health and/or recommending further medical and/or emotional intervention.
- Participates in the health care education of students, staff, parent and community (e.g. 504 Plans, IEP meetings, etc.) for the purpose of gathering conveying and/or sharing information on student health needs, service delivery, and educational programs; and/or improving skills and knowledge.
- Performs nursing practice with ethical and responsible skills for the purpose of ensuring accountability for quality nursing care, student health and health outcomes.
- Provides student centered care including medication and specialized medical treatments (e.g. breathing treatments, tube feedings, CPR, health/hygiene instructions, oral suctioning, catheterization, etc.) for the purpose of providing acute and chronic care.
- Refers students requiring additional medical attention for the purpose of providing required follow-up treatment and services.
- Researches a variety of topics relating to health and medical care (e.g. wellness, nutrition, treatment protocols, childhood diseases, etc.) for the purpose of increasing staff knowledge in evidence based nursing that reflects current practices and promotes future thinking.
- Responds to emergency medical situations (e.g. severe falls, prescription reactions, bleeding, etc.) for the purpose of ensuring appropriate immediate medical attention and related follow-up action.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; and using pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands:

occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 25% sitting, 25% walking, 50% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience with increasing levels of responsibility is desired.

**Education (Minimum):** Bachelors degree in job-related area.

**Education (Preferred):**

**Required Testing**

None Specified

**Certificates and Licenses**

CPR Certificate  
RN License

**Continuing Educ. / Training**

None Specified

**Clearances**

None Specified

**FLSA Status**

Exempt

**Approval Date**

**Salary Grade**

**Revised Date**

Empowering students to be lifelong learners prepared for the future.