



## **Health Room Nurse Job Description**

Date Updated: December 2020 FLSA Status: Non-Exempt  
Reports To: Principal Employee Group: Support Staff  
Days Per Year: 180 Hours Per Day: 7.5  
Salary Range: H4

### **Job Summary:**

Provide first aid and other health services as needed while demonstrating sensitivity to the health needs of students of varying age-levels, diverse cultures, and socio-economic backgrounds in a manner that is professional, diplomatic, and complies with confidentiality requirements.

### **Primary Duties and Responsibilities:**

1. Provide health care services and triage of students visiting the health room in the absence of the Certified School Nurse in accordance with the Nursing Practice Act, school district policy and guidelines, and Pennsylvania State regulations.
2. Maintain accurate health records including immunization cards, screening data, and other nursing documentation according to FERPA as appropriate.
3. Perform screenings as directed by the Certified School Nurse including height, weight, BMI, vision, and hearing and refer all failures to the Certified School Nurse.
4. Administer medication per policy and monitor effectiveness.
5. Perform procedures and treatments in compliance with the Nurse Practice Act and after receiving instruction from the Certified School Nurse. Procedures included, but are not limited to: catheterizations, GT feedings, glucose testing, insulin administration, nebulizer treatments, tracheotomy care, etc.
6. Maintain knowledge of current practices regarding disease, illness, injuries, and medications.
7. Perform clerical duties including maintaining an efficient Health Room Schedule, answering the phone and placing calls, filing, faxing, using the copy machine, typing correspondence, etc.
8. Provide holistic care to school population including serving as a resource, reporting suspected child abuse, and providing safe and appropriate care as per school policies.
9. Perform other duties as assigned by the Principal.

### **Qualifications:**

- Licensed Professional Nurse necessary
- Valid CPR and AED certificate
- Submission of pre-employment medical examination (Section 148 of the PA School Code)
- Submission of the following clearances:
  - PA State Criminal History Record (Act 34 & Act 114)



- PA Dept. of Public Welfare Child Abuse History Clearance (Act 151 & Act 114)
  - Federal (FBI) Background Check (Act 24)
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**Physical Demands:**

- Ability to reach above and below the waist
- Stooping, kneeling, bending and twisting of the body
- Ability to lift and/or assist in lifting students and their assistive equipment or devices 75 lbs. or more. Safety manage appropriate ways to move someone or give direction to others.
- Ability to stand for extended periods of time with some walking or moving throughout the building

**Sensory Abilities:**

- Visual acuity
- Auditory acuity

**Work Environment:**

- Typical nursing office environment
- Subject to inside and outside environmental conditions
- May be exposed to hazardous materials, body fluids, or disease

**Temperament:**

- Must possess excellent interpersonal skills
- Able to make judgments and work under high level of stress

**Cognitive Ability:**

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

**Specific Skills:**

- Must possess computer skills
- Ability to operate various nursing equipment
- Ability to operate various school/office equipment
- Must appropriately handle confidential information

All job functions are to be executed through the lens of high quality, customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality customer service may include, but are not limited to, the following:

- Prompt responsiveness to inquiries
  - Professional and courteous verbal and nonverbal communication



- Proactive problem solving

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*

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Print Name

Signature

Date