

Pflugerville Independent School District - Job Description

Job Title/Position:	Immunization Nurse, Registered (RN)	Department/School:	Health and Safety Services
Pay Information:	Nurse (RN) Compensation Plan 207 days	Supervised By:	Coordinator of Health Services
FLSA:	Exempt	Date Revised:	April 2025

Primary Purpose:

The Immunization School Nurse will implement oversee the district's TVFC (Texas Vaccines For Children) program. They will also provide campus-based health services in an autonomous nursing environment in accordance with the Texas Board of Nursing rules and regulations, PfISD policies and federal/state law/regulations and mandates. The School Nurse will adhere to PfISD Health Services administrative procedure and follow the school nursing scope and standards of practice published by the National Association of School Nurses when providing appropriate and timely direct health services of students and promote preventive health practices.

Qualifications (Experience/Education/Certification):

The preferred school nurse has: a Bachelor's degree, 2 years clinical acute care experience, prior school health experience, current certification through the Texas Department of State Health Services to conduct vision, hearing, and scoliosis screening, and can converse in another language, primarily Spanish. Must possess a valid Texas license issued by the TBNE, and be in good standing with the Board of Nursing. Must be currently CPR certified with the American Heart Association and seek training to serve students with diabetes under HB 984.

Major Responsibilities:

1. Implement the Pflugerville ISD's TVFC Program and maintain medical confidentiality within the district.
2. Immunization duties will include, and are not limited to ordering, managing inventory and reconciliation of immunizations.
3. Determine eligibility of TVFC and administer vaccines according to the CDC Schedules for Children and Adolescents.
4. Complete Texas TVFC Training requirements
5. Complete Texas DSHS (Department of State Health Services) vaccine management forms and reporting forms.
6. Maintain all necessary vaccine equipment and supplies.
7. Build and maintain relationships with community providers to act as signing clinician for TVFC.
8. Enter district provided vaccines into Immtrac as required.
9. Provide first aid and care for sick and/or injured students or staff according to district policy and procedures; notify parents, activate timely and appropriate higher level care when needed, complete the appropriate forms, and notify the appropriate district authorities.
10. Obtain and/or develop, document, implement, and evaluate physician's orders and plans of care for students with special needs, chronic conditions, and/or chronic diseases. Provide input in the Special Education ARD or 504 process. Develop and maintain medical health listings for the campus to be presented to the principal and dispersed to staff with a "need to know" to provide continuity of care and safety. Document and maintain current student health records
11. Implement and monitor a safe and healthy environment collaborating with PfISD staff, medical professionals, and county and/or state public health officials, crisis management teams and during disasters when first aid and sheltering may be required.
12. Implement, document, input data, notify parents, provide community resources, such that student entrance, attendance, and performance is optimized, the state mandated reports will be accurate and be submitted in a timely manner. Assist in providing services as described in the health services administrative procedure to meet other state-mandated reports. Actively participate in school registration days.
13. Implement standard precautions procedures when providing vaccines, first aid and nursing care requiring potential contact with body fluids. Maintain an orderly, well supplied, and clean office such that substitute nurses may function optimally. Provide staff training in standard precautions yearly (previously titled blood-borne pathogens).
14. Maintain a daily log of the nurse's office visits and activities. Professionally document clinical activity in EMR.
15. Utilize professional written, verbal and non-verbal communication skills when communicating with students, staff and parents.
16. Maintain the school AED (automatic external defibrillator).
17. Develop a team of first responders knowing CPR, AED use, and first aid.
18. Follow all Scopes and Standards of Nursing Practice, all rules and regulations as set forth by the Texas Board of Nurses.
19. Follow Educator Code of Conduct, all PfISD policies and procedures, state/federal regulations and laws.
20. Perform other duties as assigned.

Special Knowledge/Skills:

- Emergency assessment and triage to provide first aid, implement an emergency action plan, cardio pulmonary resuscitation (CPR) and utilization of the AED, and activate EMS (chain of survival). Increase infrastructure through training staff to recognize and respond appropriately and timely in an emergency situation.
- Knowledge of applicable federal, state, and local laws, guidelines and procedures as they relate to the practice of professional nursing in the school health environment and the appropriate documentation.
- Skill in working with various types of equipment and/or programs including, but not limited to, computers, fax machines, calculators, printers and medical equipment used in vital sign and physical assessment, screening, and providing skilled nursing care .
- Serve students, staff, and the community in a positive manner with the ability to articulate verbally and in a written format specific needs that will support the student to enter, attend, and optimally perform in an academic setting embracing cultural and social diversity.

Supervisory Responsibilities:

Responsible to train, document, and evaluate the performance of unlicensed assistive personnel (UAP) that provide direct care to students in accordance with TBNE Rules and Regulations as it relates to RN delegation and/or assignment of duties from the campus principal and Coordinator of Health Services

Working Conditions (Mental Demands/Physical Demands/Environmental Demands):

Work in an autonomous, non acute-care setting, in that there will be 1 nurse per campus. The nurse may feel somewhat isolated in the school setting in which the nurse supports academics and strives to minimize the amount of time that the student is away from the classroom. Maintain emotional control

under stress. Potential or real exposure to bacteria, communicable diseases, and body fluid pathogens. Must be able to lift and/or carry at least 30 lbs independently and over 39lbs with assistance after appropriate training has been provided.

The foregoing statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, knowledge, skills, and abilities required.

Employee's Signature: _____

Date: _____

Employee's Printed Name: _____