



Job Title: School Registered Nurse (RN)
Department: Student Services
Reports To: Director of Student Services
FLSA Status: Exempt
Salary Schedule: EP lane 03

SUMMARY

The School Registered Nurse (RN) provides educational and nursing services in Washington County School District by managing the health services program for the assessment, evaluation, maintenance, and improvement of student health needs in a school setting to better protect students and staff against risks to health and safety, as well as promote a physically healthy school environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Participates in medical examinations and reviews findings to evaluate health status of students and progress of program.

May provide one-on-one direct services to students as needed.

Cooperates with school personnel in identifying and meeting social, emotional, and physical needs of school children.

Collaborates with school office staff, principal, and/or parents regarding students identified for exclusion due to medical reasons.

Administers immunizations, provides first-aid, and maintains health records of students.

Monitors all aspects of dispensing medication to students at school to include proper provider authorization, parental request, proper administration, and timely documentation.

Counsels students in good health habits. Promotes students' healthy habits of daily living by assisting teachers with communication media and other educational materials – hand washing, general hygiene, and nutrition.

Assists in program for care of disabled children. Participates in SEP/IEP inter-discipline team meetings and formulate health care plans as necessary for students in Special Education, 504 Plan, chronically ill, and/or having short-term disabling conditions.

Assists in maintaining a healthy and safe learning environment by promoting OSHA Standards relevant to bio-hazardous materials, hepatitis, and first aid-CPR training.

Promotes prevention of communicable diseases, i.e., immunization, STD and HIV prevention programs, and other support activities based on state standards and local policy.

Plans school health programs, in cooperation with medical authority and administrative school personnel.

Plans, schedules, and conducts school-based clinics focusing on prevention of disease/dysfunction, such as vision screening, scoliosis screening, and maturation for students of designated age.

Participates in health/nursing events, such as: immunization clinics with the Public Health Department, flu shot clinics provided WCSD, cardiopulmonary resuscitation (CPR) training, disease prevention training, maturation, hygiene, nutrition, first aid, etc.

Expands, promotes, and implements dental health programs to include weekly fluoride rinse, educational sessions on brushing and flossing, and collaborating with parents. Rinse programs are for first, second, and third grades.

Acts as liaison with Dental Coalition and PTA's to recruit volunteers for various clinics and projects.

Instructs classes in subjects such as child care, first aid, and home nursing, and establishes nursing policies to meet emergencies.

Trains school designated office personnel who serve in the capacity of nurse assistants to provide first aid, administer medications, maintain documents, and retrieve information for reports.

Works closely with the Utah Department of Health Disease Control and Prevention in educating school secretaries and health assistants on the Utah School Rule regarding immunizations and takes the lead role in enforcing accurate collection and entry of immunization data, informing and assisting schools with the necessary steps with regards to non-compliance, and state reporting requirements.

Refers parents of students with health problems who may need financial assistance to proper resources.

Works with community agencies in planning facilities to meet needs of children outside school situation.

Serves on committees/councils pertinent to safety, hygiene, family support, and community.

Participates in annual review, creating necessary revisions, and obtaining administrative and Board approval of the Medication Administration Policy for students, as well as other health related policies as requested, as per Utah Code and the UNPA.

Collaborates with the District Technology Department in developing, entering, maintaining, and collecting data via an electronic student information system for all students with medical alerts and students with Health Care Plans; including those with an Individual Education Plan (IEP) and/or 504 Plan.

Utilizes the electronic system for entering Health Care Plans, Student Emergency Plans, forms, etc., into the electronic system. Annually monitors to confirm that all plans are submitted and updated.

Makes recommendations with regard to changing trends in health services, health needs, and program outcomes, goals and objectives.

SUPERVISORY RESPONSIBILITIES

This job has indirect supervisory responsibility for the Health & Safety Assistants.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

A minimum of an Associate's degree in Nursing from an accredited National League of Nursing Accrediting Commission (NLNAC) program required. Bachelor's degree in Nursing (B.S.N.) from an accredited four-year college or university preferred. Qualifications include one to two years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have and maintain an active Utah Registered Nurse License.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand, sit or stand in a bent or stooped position, walk, reach with hands and arms, use fingers and hands to handle, and talk or hear. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, depth perception, and the ability to adjust focus.

Based on the job-site analysis performed by a third-party licensed and qualified Physical Therapist, trained and with expertise in ergonomics, School Registered Nurses must be able to lift up to, but not exceeding, 55lbs on an occasional basis. A team lift or utilization of the necessary equipment is recommended if any other items or persons exceed this weight limit. The School RN must be able to push and pull the required weights listed below, to properly and efficiently perform the job requirements.

The employee must be able to pass the Pre-Employment Fitness for Duty Assessment.

1. Push and pull weighed sled 30 feet with 35 pounds of force with 180* turn

Progression: 60 lbs. on sled, 2 reps

Rationale: Employee must be able to push, pull and turn/navigate an occupied child's wheelchair on different levels and surfaces. 60 lbs. is the required force to be able to perform the task.

2. Lift 55 pound child mannequin from floor to waist

Progression: 38 lb. mannequin, 1 rep

55 lb. mannequin with vest, 2 reps

Rationale: Employee must be able to lift no more than a 55 lbs. child in order transfer the child from his chair to his changing table, and then back to the chair safely as a single person transfer. Over 55 lbs. would require a two person or team lift.

3. Transfer 55 pound child mannequin between chair & treatment table, 5 ft.

Progression: 55 lb. mannequin with vest, 2 reps

Rationale: Employee must be able to lift no more than a 55 lbs. child in order to transfer the child from their wheelchair to the floor and back in case of emergencies as a single person transfer. Over 55 lbs. would require a two person or team lift.

4. Pull up on strap with 45 pounds of force

Progression: (lbs. on lat pull) 30 lbs., 1 rep.; 45 lbs., 2 reps

Rationale: The amount of force required to pull up on child's standing table when in a lying/supine position, and then elevating him to an upright position.

5. Sit to assemble hardware at waist level , 5 minutes

Require work level – frequent

Time (5 min) __ Adj (2) __ Pain (\leq 5) __ Dev (min) _____

Rationale: The employee is required to sit for prolonged periods of time to perform various tasks at desk level height.

6. Stoop to sort hardware at 27" level, 5 min

Required work level – frequent

Time (5 min) __ Adj (2) __ Pain (\leq 5) __ Dev (min) _____

Rationale: The employee is required to stay in a bent over/stooping position to hold the child in place in his standing table while a second employee secures all the straps.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Employees working under this position description are considered to have regular contact with students who may place the incumbent at risk to bodily fluids. These employees are eligible to receive the Hepatitis A and B vaccines from the Southwest Utah Public Health Department, at no cost.

Prepared By: Director of Special Education		Date: 8/1/2002
Approved By: Executive Director, Human Resources		Date: 9/27/2002
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: Director of Special Education	Date: 8/1/2005
<input checked="" type="checkbox"/> Review <input type="checkbox"/> Revised	By: Director of Student Services	Date: 10/4/2013
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<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: Director of Student Services	Date: 6/28/2016
<input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised	By: HR Assistant Director	Date: 10/20/2017

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	