

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	INSPIRE Program Nurse	Wage/Hour Status:	Exempt
Reports To:	Program Coordinator, INSPIRE Program	Pay Range:	820
Dept./School:	INSPIRE Program Special Education	Date Revised:	11/25/19

Primary Purpose:

Responsible for assessing, planning, implementing, coordinating and evaluating school health services at the INSPIRE Program within the context of a coordinated school health program, which includes providing a safe and healthy environment for students. The goal of the INSPIRE Program is to create a safe educational community where students with significant needs in the areas of social, emotional, behavioral, and academic skillsets can stabilize to the degree that they are able to reintegrate back into the broader school community.

Qualifications:

Education/Certification:

Graduate of an accredited professional nursing education program

Valid registered nurse license to practice professional nursing in Texas

Vision, Hearing, Spinal and Acanthosis Nigricans Certification (preferred)

AHA Basic Life Support Instructor certification (preferred)

Special Knowledge/Skills:

Familiar with the Texas Nursing Practice Act and the National Association of School Nurse's standards of nursing practice

Knowledge of national, state and local student health requirements

Strong organizational, communication, and interpersonal skills

Experience:

Two years of nursing experience

Experience working with students who exhibit significant challenging behavior (preferred)

Major Responsibilities and Duties:

Work as a member of the INSPIRE Program staff, within the framework of the school health program to provide for the health needs of all the students

Provide direct health care to students who become ill or injured during the school day

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Refer students, as appropriate, to primary health care provider or community resources

Collaborate with community agencies and outside service providers to provide resources and collaboration to support student needs

Eliminate or minimize health problems, that could impair learning

Implement a system for the identification of students with chronic/acute health care needs

Follow action plans and physician's orders, and develops individual health plans

Maintain parental authorization records for health care services and release of health information

Communicate information contained in the action plan with staff on a need-to-know basis

Maintain an orderly, clean, safe, and properly supplied clinic

Develop an effective system for the acquisition, maintenance, and use of supplies and equipment for the program health facility

Maintain health services equipment, according to policy

Maintain emergency bag and evacuation system, per PISD guidelines, and conduct emergency response drills

Participate in development of the campus emergency health and crisis plans and Student Safety Plans

Follow district guidelines in the establishment of first responder teams

Obtain and maintain Crisis Prevention Institute (CPI) Texas Behavior Support Initiative (TBSI) training and participate as an observer/member of the program Core Team (primary role of the nurse will be to supervise crisis situations to monitor health and safety of students and staff)

Follow immunization laws for Texas, which pertain to each grade level

Implement communicable disease control in the school, including monitoring, surveillance and assessing

Assist with disease prevention and outbreak-management within the school

Participate and follow through with local and/or federal, state, city or county health department requests for audits of records or communicable disease reports

Conduct or coordinate screening programs of state mandated grade level and transfer students

Provide referrals to appropriate health care provider for abnormal results on all state mandated screening

Maintain accurate record of state mandated immunizations, Vision, Hearing, Spinal and Acanthosis Nigrans

Assure that school health services and activities are appropriately documented

Provide comprehensive services in all components of the coordinated school health program

Establish safe systems of medication administration with proper documentation

Adhere to HIPPA/FERPA and confidentiality rules and regulations

- Maximize the quality of in-class time by reducing the incidence of health-related absenteeism
- Act as an advocate and liaison between home, school and the community regarding concerns that may affect student learning
- Provide classroom health instruction, serving as a resource to students, staff, parents, and administration
- Participate in the development and implementation of health promotion activities
- Train and/or follow up with training to prepare Unlicensed Diabetes Care Assistants (UDCA) as needed
- Train and monitor staff who provide health services, including delegated procedures, the administration of medication to students and other related mandated activities
- Identify the health care needs of a specific student population and availability of health services/resources
- Provide professional health leadership to administrators and school staff
- Follow the guidelines of the Nurse Practice Act and follows The Scope and Standards of Practice
- Follow all rules regulations and policies of Plano ISD and follows directives from supervisor
- Follow attendance policy as assigned by supervisor
- Perform other functions that may be assigned by the Administration and/or supervisor

Supervisory Responsibilities:

- Monitor clerical employee(s) and UDCA's
- Supervise restraint protocols for health and safety of students and staff

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); maintain emotional control under stress

Physical Demands/Environmental Factors:

Occasional district wide travel; occasional prolonged and irregular hours; frequent standing, stooping, bending, kneeling, pushing, and pulling; work with frequent interruptions; use of computer and repetitive hand motions; lifting up to 50 pounds; willing and able to restrain/hold and utilize quick body movements as indicated in the Behavior Intervention Plan or district/program crisis protocols in the course of working with children with challenging behavior if needed in an emergency – nurse will be primarily responsible for monitoring health and safety during restraints/crisis situations; biological exposure to bacteria and communicable disease

Acknowledgement:

Any work-related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 11-25-19

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____