

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Nurse	Wage/Hour Status:	Exempt
Reports To:	Principal/Director	Pay Range:	820
Dept./School:	Assigned Campus	Date Revised:	11/15/19

Primary Purpose:

Responsible for assessing, planning, implementing, coordinating and evaluating school health services within the context of a coordinated school health program, which includes providing a safe and healthy environment for students.

Qualifications:

Education/Certification:

- Graduate of an accredited professional nursing education program (required)
- Valid registered nurse license to practice professional nursing in Texas
- Vision, Hearing, Spinal and Acanthosis Nigricans screening certification (preferred)
- Basic Life Support Provider certification (required)
- 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 professional nursing experience (required)

Major Responsibilities and Duties:

- Work as a member of the school 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
- Refer students, as appropriate, to primary health care provider or community resources
- Eliminate or minimize health problems, which impair learning

Job Title: Nurse

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, as needed

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 school health facility

Maintain health services equipment, according to policy

Maintain emergency bag and evacuation system, per PISD guidelines

Conduct emergency response drills, per PISD guidelines

Participate in development of the campus emergency health and crisis plan

Follow district guidelines in the establishment of first responder teams

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 Nigricans

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 HIPAA/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 learning

Provide classroom health instruction, serving as a resource to students and staff

Participate in the development and implementation of health promotion activities

Job Title: Nurse

Train and/or follow up with training to prepare Unlicensed Diabetes Care Assistants (UDCA)

Train and monitor all unlicensed staff designated to provide health services, including delegated procedures, the administration of medication to students, and other related mandated activities

Follow procedure notebook for science camp preparation

Train staff and volunteers for camp in appropriate actions pertaining to student specific health needs

Identify the health care needs of a specific student population and availability of health services/resources

Collaborate with community agencies to provide 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 follow 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 trained Unlicensed Assistive Personnel (UAPs) and UDCAs

Working Conditions:

Mental Demands:

Ability to communicate effectively (verbal and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress

Physical Demands/Environmental Factors:

Frequent district-wide and/or statewide travel; occasional prolonged and irregular hours; work with frequent interruptions; frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional lifting up to 50 pounds; 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:

11-15-19

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.

Job Title: Nurse

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

Employee Signature: _____ **Date:** _____