

Hobbs Municipal Schools Job Description

Position: School Nurse

Supervisor: Director of School Nurses

General Job Description: The school nurse is a registered professional nurse who has the unique distinction of being the only medically oriented professional on the educational team. He/she strengthens and facilitates the educational process by improving and protecting the health and status of all children, and promoting an optimal level of wellness for all students and staff. The major focus of school nursing services is to provide the fullest possible educational opportunity for each student by minimizing absence due to illness and injury through prevention, early detection, correction and appropriate referral of health problems.

Qualifications:

1. Valid New Mexico School Nurse licensure by the State Department of Education.
2. Current NM School Nurse RN License.
3. Bachelor's Degree and/or Associate Nursing Degree
4. Minimum of two years RN experience. Prefer 2 years minimum Public Health School Nurse, community, and/or pediatrics experience.

Essential Duties and Responsibilities:

1. Establish and maintain a comprehensive school health program which promotes health and prevents illness and injury.
2. Administer first aid to students and staff members.
3. Evaluate students' complaints of illness and make decisions about them utilizing the nursing process.
4. Collect information about the health and development status of students in a systematic and continuous manner.
5. Monitor compliance with immunization requirements:
 - a. Understand state laws, regulations and rules that require schools to collect immunization history.
 - b. Notify parents when students need to acquire additional vaccinations.
 - c. Report immunization data to local and state level agencies as appropriate.
 - d. Serve as a resource to families regarding community clinics where immunizations may be obtained.
 - e. Administer vaccines to students with appropriate parent/guardian consent while following all "Vaccines for Children" program rules and regulations.
6. Make referrals to health agencies when appropriate.
 - a. Establish network of support services outside the school which students, staff and families can be referred.
 - b. Coordinate school and community health activities and serve as a liaison person between the home school, and community.
7. Recommend provisions for a school environment conducive to learning.
8. Participate in the health instruction program:
 - a. Serve as a resource person to the classroom teacher and administrator in health instruction.
 - b. Provided for both formal and informal health education/counseling for students, parents, and staff.
 - c. Teach skills as they relate to child development and the health needs of children.
9. Plan, implement, and supervise school health screening programs (vision, hearing, etc.) in accordance with state and district requirements and recommendations.
10. Alert school administrators to health trends and problems.
11. Maintain and update cumulative health records.
12. Participate as the health team specialist on the child education evaluation team to develop the Individual Education Plan (IEP).
13. Plan and implement school health management protocols for the child with special health needs, including the administration of medicine.
14. Secure parent permission and physician authorization for medication administration in accordance with school policy. Establish a quality control system for the administration and documentation of medications.
15. Maintain, evaluate, and interpret cumulative health data to accommodate individual needs of students.
16. Participate in home visits as needed to assess the family's needs as related to the child's health.
17. Develop procedure and provide crisis intervention for acute illness, injury, and emotional disturbances for students and staff.
18. Promote and assist in the control of communicable diseases:
 - a. Monitor students and adult populations for communicable disease symptoms.

- b. Educate students and staff in basic hygiene and on the use of Universal Precautions and OSHA regulations.
 - c. Coordinate care of communicable disease problems and the care of students or staff with immunosuppressive conditions.
19. Maintain adequate supplies in the health office.
 - a. Promote efficient utilization and prevent waste.
 - b. Maintain all equipment in good repair and report needed repairs to Director of Nursing.
 20. Review, revise, and implement emergency policies, including in-service health and safety programs for school personnel.
 21. Report suspected cases of child abuse and neglect according to state laws and district guidelines.
 22. Maintain client confidentiality.
 23. Act as a resource person in promoting health careers.
 24. Keep the health office attractive and orderly while maintaining a friendly atmosphere.
 25. Conduct oneself in a professional, ethical and responsible manner.
 26. Provide health services to schools (in addition to regularly assigned schools) when a staff nurse is ill or absent from duty.
 27. Prepare and submit reports as required or requested by the Director of School Nurses.
 28. Maintain professional competence through in-service educational activities or in self-selected professional growth activities.
 29. Communicate accurately and effectively.
 30. Comply with all School Board policies and administrative regulations.
 31. Work cooperatively with colleagues, supervisors, and administrators.
 32. Participate in planning health service unites for new or remodeled facilities.
 33. Maintain a current NM School Heath Manual for School Nurses in each and/or be able to utilize the NM School Health Manual on line.
 34. Perform other tasks as may be deemed appropriate and necessary by the supervisor(s).

Additional Duties and Responsibilities:

1. The nurse must drive from building to building.

Work Environment:

The work environment varies greatly in the place of work from solitary office work to working in school facilities with large numbers of people. School nurses are required at times to use very limited work areas. Must be able to work within various degrees of noise, temperature and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required. Job responsibilities include both inside and outside duties. Must be able to work with people in high stress situations and make critical , independent, judgments under high stress and in life-threatening situations.

Physical Requirements:

Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required

Safety and Health Requirements:

1. Bloodborne Pathogens Standard Training
2. Knowledge of safety, communicable and contagious disease.
3. Current CPR certification
4. Knowledge of Universal hygiene precautions.

Equipment/Material handled:

Must know how to properly operate or be willing to learn to operate all multimedia equipment including laptop computers, cellular phones, vision and hearing equipment, and other equipment as needed for emergency response. Must also be willing to operate a vehicle to drive from site to site.

Terms of Employment:

Salary and work year to be established by the Board.

