



<b>Title:</b>	School Nurse
<b>Reports to:</b>	Principal
<b>Terms of Employment:</b>	10 Months
<b>Salary:</b>	NC State Salary Schedule

**I. Job title and Classification**

The school nurse is employed by Scotland County Schools. The school nurse serves school(s) as assigned. The position is full time, regular, and salaried. The salary range is based on the state school nurse pay schedule. The school nurse reports to their assigned school principal.

**II. Primary Purpose Statement**

The professional school nurse is responsible for planning, implementing, coordinating and evaluating school health services within the context of the Coordinated School Health Program Model. The school nurse serves in the roles of program manager/coordinator, case manager/direct care provider, collaborator/advocate, educator and counselor for Scotland County Schools in assigned school(s).

**III. Knowledge, Skills and Abilities**

**The complex role of the school nurse demands, but is not limited to, and understanding and knowledge of:**

- Community, including community as a system and aggregates as clients
- Pediatric/Adolescent Nursing
- Public Health/Community Health Nursing
- Health counseling, mental health and crisis intervention
- Communicable Disease
- Applicable laws, regulations and standards pertaining to school nursing practice (NC Nurse Practice Act, Standards of School Nursing Practice and the Eight Components of a Coordinated School Health Program)
- School Health law
- Special education legislation and services
- Case finding, case management and health advocacy
- Program management, including personnel supervision
- Family theory, assessment and intervention
- Leadership, networking and collaboration
- Ethnic and cultural sensitivity and competence
- Contemporary health and psychosocial issues that influence children, families and the community
- Health care delivery systems and the concepts of the primary health care model
- Building student, staff and family capacity for adaptation, self management, self-advocacy and learning
- School as a non-traditional health care setting
- Development, management and evaluation of school health programs
- Environmental health within the school community

**Skills related to this important role include the ability to:**

- Plan, coordinate and supervise the work of others
- Deal tactfully with others and exercise good judgment in appraising situations
- Make independent and timely nursing decisions and to triage
- Secure the cooperation and respect of students, faculty and staff
- Elicit needed information and maintain effective working relationships
- Collect data to direct evidence based practice
- Record accurately services rendered and interpret and explain records, reports, activities, health care plans, accommodations and medical interventions
- Identify health related barriers to learning (i.e., at risk behaviors, financial, cultural, economical, etc.)
- Effectively present information and respond to questions from groups of students, staff, parents and the general public

**Physical Requirements:**

- Must have mobility to carry out the responsibilities and duties as listed
- Frequent prolonged standing, walking, bending, reaching and sitting may be required
- Travel to school sites and transporting of school nurse equipment/supplies is required

**IV. Duties, Responsibilities and Essential Job Functions**

The school nurse is responsible for planning, implementing, coordinating and evaluating school health services that: (a) maximize the quantity of in-class time by reducing the incidence of health related absenteeism (b) eliminate or minimize health problems which impair learning (c) promote the highest degree of independent functioning possible (d) promote student, staff and community awareness or and participation in healthy behaviors. More specifically, the school nurse:

- Identifies the health care needs of a specific student population and availability of health services/resources
- Plans and implements services to meet those health care needs
- Assesses and evaluates the effectiveness of services and health care plans
- Collaborates with a wide variety of school system and professional disciplines to enhance the educational process and promote an optimal level of wellness for students, families and staff.

The school nurse functions independently in assigned schools under state and agency guidelines and policies. Work is self-directed and clinically autonomous. Supervision may be exercised over volunteers, unlicensed personnel, and/or licensed personnel. School nurse roles and specific responsibilities are as follows:

**A. School Health Services Manager/Coordinator (25%)**

In this role, the school nurse addresses school-wide health service issues that affect the entire school population, i.e. population focused care. The school nurse follows Scotland County Schools school health policy and procedures and:

- Assures the SCS in compliance with mandated health service activities
- Coordinates and participates in the establishment, review and implementation of school health services policies and procedures
- Assures that such policies and related procedures adhere to legal and regulatory requirements and ethical standards of nursing practice
- Participates in quality improvement activities for the school health service component of the school health program
- Documents, compiles and analyzes data for required reports of school health services
- Assures that school health services and activities are appropriately documented according to professional school nurse standards\*

- Assesses, plans and evaluates the health services component of the coordinated school health program
- Implements communicable disease control in the school, including monitoring, surveillance and participating in disease prevention and outbreak management within the school
- Serves as the health care consultant for school personnel, students and their parents/families
- Provides professional health leadership to administrators and school staff\*
- Develops training for, trains and monitors staff that provide health services, including delegated procedures, the administration of medication to students, and other health related mandated activities\*
- Where applicable, directs, monitors and evaluates unlicensed personnel in the delivery of delegated tasks\*
- Implements a system for the identification of students with chronic/acute health care needs

**B. Case Manager and Direct Care Provider for Students with Special Health Care Needs and Those Needing Health Services (50%)**

In this role, the school nurse addresses the health needs of individual students or small groups of students through:

- Identification of students with special health care needs
- Development of emergency action plans for students at risk of medical crisis at school or during a school function\*
- Development of and monitoring of individual health care plans (IHPs) for students who need invasive procedures performed during the school day, as well as for students who may require adaptation of the health –related learning environment or classroom schedule\*
- Provision of case management and active collaboration with staff, students and families to promote self-management and optimal care during school hours
- Provision of training for staff regarding chronic illnesses experienced by students at school\*
- Functioning as a health resource for chronically ill students and their families
- Provision of consultation to members of the Individualized Education Program team, Student Services Management Team(SSMT), Child and Family Support Team(CFST) or other multidisciplinary team on health related concerns
- Provision of consultation and recommendations in the planning and development of health accommodation plans for Section 504 eligible students
- Determination of tasks that may be appropriately delegated to licensed or unlicensed persons, on a student by student basis, and the provision of training for these people for these tasks\*
- Provision of health appraisal of students with identified or suspected health problems
- Coordination/provision of screening programs and immunization review/follow up for the school
- Coordination and supervision of medication administration to students

**C. Collaborator/Advocator (10%)**

In this role, the school nurse works with school staff, community providers/resources and student families. The school nurse:

- Functions as the liaison between the school and local health service agencies, providers and community resources
- Serves as interpreter of health mandates, recommendations and trends to school personnel through written materials, meetings, etc.\*
- Collaborates with teachers and other student support personnel to prevent health problems from becoming reasons for educational failure
- Provides guidance and support to families in finding and using treatment services

- Collaborates with community agencies to provide resources for students through serving on committees, task forces, etc.
- Seeks out local and other resources for use in the school setting
- Supports the on-going functioning of the School Health Advisory Council (SHAC)

**D. Educator for School and Community Concerns (5%)**

In this role, the school nurse serves as a health education partner within the school to provide individual and group services. The school nurse:

- Provides health education for students in basic principles of health and/or specific health concerns (i.e. hygiene, hand washing, first aid, health careers, asthma education, growth and development, nutrition, etc.)
- Provides in-service training to staff regarding bloodborne pathogens, anaphylaxis, medication administration, asthma, diabetes awareness, epidemiology of communicable disease, emergency action plans and health/wellness promotion.\*
- Provides training for designated staff in safely and effectively performing health care tasks and procedures at school (i.e. urinary catheterizations, tube feedings, nebulizer treatments, glucose monitoring, etc).\*
- Serves as consultant and resource for health and wellness promotion for employees (i.e. nutrition, physical activity, smoking cessation, stress management)
- Mentors assigned nursing students

**E. Counselor for Health Concerns of Students and their Families and the Staff (10%)**

As a health counselor in the school, the school nurse assures:

- Provision of health counseling for students and their families to maximize classroom participation\*
- Promotion of health through education and counseling
- Interpretation of students' health needs to school personnel and facilitation of understanding of and adjusting to changes and limitations\*

**F. Other Duties as assigned within the scope of practice as a registered nurse in accordance with the NC Nurse Practice Act**

\* Denotes Essential Functions

**Standards of Care**

- **School nurses demonstrate leadership.** School nurses demonstrate leadership by promoting and enhancing the overall academic mission through providing health related services that strengthen student, home, school, and community partnerships to alleviate barriers to learning in the twenty-first century educational environment. School nurses are knowledgeable of relevant laws and policies and improve the profession by demonstrating high ethical standards and following codes of ethics set out for the profession. School nurses manage school health services and effect change through school, district, and community activities.
- **School nurses establish a safe, respectful, and inclusive environment for diverse populations.** School nurses promote an environment in which individual differences are valued. They effectively use communication skills that demonstrate sensitivity necessary to work with families, students, and staff from diverse cultures and backgrounds. These cultural and background factors are incorporated into care planned by school nurses. School nurses also collect and use school, local, state, and national data to assist in promoting health and safety I

the school environment. School nurses model practice in an environmentally safe and healthy manner that is consistent with the law and accepted standards.

- **School nurses use their knowledge of the nursing process, current nursing standards, and principles of growth and development to facilitate and enhance competent practice in the school setting.** School nurses seek out continuing educational opportunities to expand their knowledge base and to maintain licensure and school nurse certification. School nurses are self-aware of learning needs when providing care and use current research and evidence based practices in the planning and delivery of care. School nurses share experience and expertise with peers and school staff.
- **The school nurse facilitates student learning by providing individualized care using the nursing process.** School nurses understand the influence of health related factors on student academic performance and achievement. School nurses use the steps of the nursing process in a problem solving manner to plan care that facilitates the ability of the student to be present in school and ready to learn.
- **School nurse reflect on their practice.** School nurses demonstrate accountability for managing and delivering comprehensive school health services. School nurses analyze formal and informal data to evaluate the effectiveness of service delivery. School nurses adapt their practice based on current and relevant research findings and data to best meet the needs of students, families, schools, and communities. School nurses utilize collaborative relationships with colleagues, families and communities to reflect upon and improve their practice.

V. **Performance and Work Load Standards**

At a minimum, the school nurse is expected to:

- Address essential functions within job description
- Collect data for the NC DHHS School Health Nursing Survey and Program Summary (End of Year Report)
- Collect data for the daily and monthly activity reports
- Attend staff meetings
- Perform quarterly medication audits

VI. **Job Qualifications**

- Required: registered nurse, currently licensed in North Carolina
- Baccalaureate-prepared registered nurse in nursing or health-related field working toward national certification with the stipulation that certification is completed within 3 years of hire date. In accordance of National Board Certification, it is **recommended** that the nurse sitting for the exam have 3 years of school nursing experience.
- Two years school nursing or public health experience