

## **TITLE**

### **NURSE, STAFF (ELEMENTARY/SECONDARY)**

#### **MINIMUM QUALIFICATIONS:**

- A. Credential
  - 1. Health and Development Credential, Designated Services Credential with specialization in School Health or Ryan Credential
  - 2. Valid California Registered Nurse License
  - 3. School Audiometrist Certificate (may obtain while working under supervision)
- B. Education
  - 1. Sufficient to meet credential requirements
  - 2. Proof satisfactory of training in child abuse and neglect detection. This requirement may be satisfied through participation in continuing education activities relating to child abuse and neglect detection and treatment during first year of employment
- C. Experience
  - At least one year successful professional nursing experience
- D. Personal
  - Ability to meet District standards of physical and mental health, professional attitude and leadership ability
- E. Other
  - Valid Driver's License and provide a motor vehicle

#### **KNOWLEDGE AND ABILITIES:**

- A. Knowledge of education, health education, community health, sociology or related areas
- B. Have a working knowledge of office procedures
- C. Knowledge of federal, state and local health regulations concerning students
- D. Ability to communicate effectively with persons of limited English speaking ability

#### **DUTIES AND RESPONSIBILITIES:**

- A. Management Area
  - 1. PRIMARY FUNCTION of the professional school nurse is to strengthen the educational process through improvement of the health status of children
    - a. Serve as health resource representative of the total school health program under the administrative direction of the Building Principal and under the supervision of the Director of Health Services
    - b. Assist in planning for the care of pupils and school personnel who become ill or injured; review all emergency cards and note health deviations; see to the preparation and distribution of first-aid kits for selected classrooms and field trips; administer first-aid; provide for medications at school in accordance with established Board of Education policies

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#### **Duties and Responsibilities**

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- c. Record and maintain a cumulative pupil health record on all pupils
  - d. Obtain a developmental history for candidates for special education classes
  - e. Attend Admission, Dismissal and Review committee meetings for learning disability groups
  - f. Plan with school administrator for implementing state mandates for immunization, Child Health and Disability Prevention Program (first grade physical examinations), vision, hearing and other appraisals; notify the parents of pupils with suspected health deviations to secure additional professional examinations in compliance with the Education Code
  - g. Assume responsibility for health service office environment; order printed materials, pamphlets, posters, and supplies; supervise students using health room facilities; prepare a monthly statistical report of services performed and submit the same to the Director of Health Services
- B. Relationships**
- 1. Nurse-pupil interpersonal relationships
    - a. Counsel pupils and school personnel in accepting and adjusting positively to the pupil's health limitations
    - b. Use health appraisal programs (vision, hearing, dental, examinations etc.) as a means for direct and indirect health teaching
    - c. Interpret to school personnel the recommendations made by the health advisor which necessitate adjustment in the school program, i.e., long term physical education medicals; advantageous seating etc.
    - d. Assist in orienting students observers in the area of school health and interpret the school health program to students from schools of nursing who are doing field work in the school health program
    - e. Supervise assigned clerical personnel and student assistants
    - f. Share medical data with principals, guidance personnel, deans, counselors and special education personnel when appropriate
    - g. Serve as a member of the school health team with administration, teachers, secretaries, custodians and cooks to promote safety and maintain a healthful school environment
    - h. Plan and schedule teacher-nurse conferences concerning pupil health problems
    - i. Assist with the screening of pupils selected for placement in special physical education classes and work with physical education teachers (secondary)
    - j. Review sports physical forms; note physicians' recommendations and take appropriate action (secondary)

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#### Duties and Responsibilities

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- k. Review health records and administer vision screening and clear pupils applying for driver training. Refer pupils to the Department of Motor Vehicle Driver Improvement as indicated for special programming
- 3. Nurse-parent relationships
  - a. Encourage the family to provide periodic health examinations for all family members
  - b. Confer with parents at school or in the home regarding their children's health; appropriately refer family for evaluation or treatment
  - c. Interpret referrals and encourage families toward recognition and self-help in solving their children's physical, emotional and environmental health problems
- 4. Nurse-community relationships
  - a. Plan with school personnel and parent organizations for educational programs designed to inform pupils and others about community and school health, social living, etc.
  - b. Participate in the formation of procedures for the control of communicable disease within the school in compliance with State and County Health Department regulations. Inform school personnel, parents and pupils regarding these policies
  - c. Be an active member of the Parent Teacher Association and attend as often as schedule permits
  - d. Help to create an awareness of health services in the community
- C. Professional Attitude, Responsibility, and Participation
  - 1. Professional Growth
    - a. Arrange schedule to accommodate emergency situations at the assigned site and others to which called
    - b. Attend District in-service educational programs and complete college classes in areas of health or allied subjects
  - 2. Adaptability
    - a. Arrange schedule to accommodate emergency situations at the assigned site and others to which called
    - b. Arrange for and assist the Public Health Department with skin testing programs conducted at the school as directed
  - 3. Ethics
    - a. Hold information on students, families and
  - b. Share health information with other professional persons in a confidential manner
    - c. Maintain professional relationship in all activities

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**Duties and Responsibilities**

**(continued)**

- D. Duties and responsibilities may be added, deleted or changed at any time at the discretion of management

**ACCOUNTABILITY:**

- A. Persons to whom responsible
  - 1. Building Principal
  - 2. Director, Health Services
- B. Evaluator  
Director, Health Services in coordination with Building Principal
- C. Persons responsible to Staff Nurse (Elementary/Secondary)  
Health Aides

CED105

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