

365-A – DISTRICT NURSE**REQUIRED QUALIFICATIONS:**

1. Wisconsin licensed Registered Nurse.
2. Baccalaureate degree in Nursing.
3. Clinical experience working with school-aged children and providing health education.
4. Knowledge of the control of communicable diseases in accordance with State and local mandates.
5. Daily access to a reliable vehicle and valid Wisconsin driver's license.
6. Ability to interact with individuals of any socioeconomic status and culture; current certification in health care provider CPR.

PREFERRED QUALIFICATIONS:

1. Previous experience as a school nurse.
2. Wisconsin DPI School Nurse Certification.
3. Knowledge of Power School, Microsoft Word and Excel programs.

REPORTS TO: Director of Instructional Services or Superintendent.

JOB DUTIES:**Direct Care**

1. Assess student needs and provide care or access care on the student's behalf from other sources using the nursing process.
2. Provide emergency health services and access EMS as needed.
3. Participate in IEP meetings.
4. Create individual health plans and emergency health plans for students and staff.
5. Provide health education in the classroom, EC/PreK4-grade 6.
6. Provide annual educational sessions for district staff who will be administering oral medications; additional sessions and support as needed. Provide ongoing supervision of medication administration.
7. Facilitate the completion of medication forms in accordance with State law.
8. Provide educational sessions for district staff who volunteer to administer other emergency medications such as EpiPen, Glucagon, insulin or inhalers.
9. Provide staff educational sessions for specific student health issues.
10. Assess and enforce student immunization compliance in accordance with the Wisconsin Student Immunization Law; offer connections to local resources for immunizations.
11. Offer case management services.
12. Provide population screenings in accordance with current guidelines including referral and follow up (i.e.: vision, hearing, blood pressure, and/or oral health).
13. Communicate with teachers, parents and administration on situations.

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14. Maintain confidentiality of student and staff health data.
15. Intervene and control communicable and nuisance diseases, including head lice assistance. Collaborate with the local and state health departments regarding reportable communicable diseases.
16. Maintain Health Care Provider CPR certification.

Program Management/Fiscal Responsibility

1. Manage health services budget.
2. Evaluate the need for capital purchases, acquire bids and implement purchases.
3. Create and order health supplies for the whole district.
4. Participate in time study materials as requested by Medicaid.
5. Complete and submit monthly MJCare Billing on behalf of eligible students.
6. Assure compliance with bloodborne pathogens standards for the district.
7. Communicate using phone, cell phone, email, fax, verbal and written.
8. Maintain records according to current privacy standards for education.
9. Post an approved weekly site visit schedule.

Administrative Functions

1. Prepare and review policies and procedures for health services.
2. Revise and or create new forms.
3. Prepare and present an annual health services report to the School Board during the regular July Board meeting.
4. Prepare and enter data into the School District Health Services Report annually to DPI.
5. Collaborate with various departments, as requested, regarding school services or policies.
6. Establish and maintain a working relationship with a District Medical Advisor.
7. Manage the automated external defibrillator program within the district.
8. Actively participate in District committees.
9. Assist with special projects, as assigned.

Networking/Collaboration/Community Involvement

1. Collaborate with other PCSD School Nurses.
2. Participate in community sponsored programs and coalitions within the District.
3. Attend and implement professional development throughout the year.
4. Other duties as requested by the Director of Instruction or Superintendent.