

SECTION 365-B **School Nurse** (Job Description)**REQUIRED QUALIFICATIONS:**

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

PREFERRED QUALIFICATIONS:

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

DIRECT 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 for all assigned buildings.
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; additional sessions and support as needed.
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.

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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.
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. Create health supply list for assigned buildings.
2. Participate in time studies as requested by Medicaid.
3. Complete and submit monthly MJCare Billing on behalf of eligible students.
4. Communicate using phone, cell phone, email, fax, verbal and written.
5. Maintain records according to current privacy standards for education.
6. Post an approved weekly site visit schedule.

Administrative Functions

1. Submit data for the annual health services report to the District Nurse for presentation at the July School Board meeting.
2. Submit data for the annual school district health services report for DPI to the District Nurse.
3. Manage the employee hepatitis B program within the district.
4. Collaborate with various departments, as requested, regarding school services or policies.
5. Interact with the Medical Advisor.
6. Assist with special projects, as assigned.

Networking/Collaboration/Community Involvement

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

1st Reading – May 11, 2009

2nd Reading – June 8, 2009

Approved – June 8, 2009