

## REGISTERED PROFESSIONAL NURSE (SCHOOL)

DISTINGUISHING FEATURES OF THE CLASS: This is a professional nursing position involving responsibility for the maintenance of a comprehensive health program that advocates for the health right of children and promotes an optimal level of wellness for students and staff. The role of the school nurse is that of a manager of health care, deliverer of health services, advocate for the health rights of children, consultant for health concerns of children, families and staff and promoter of sound health care practices within the school and community. The school nurse is responsible for primary health care in the school setting and serves as a direct link between health care providers, families, staff and community agencies to assure access and continuity of health care of students. Duties are performed in a manner consistent with professional standards, the New York State Nurse Practice Act, other state and local statutes and/or regulations applicable to school nursing practice and adheres to school district policies. This position differs from the certified position of School Nurse-Teacher in that there is no responsibility for either classroom instruction or guidance involved. The work is performed under the general direction of a School Physician or School Nurse-Teacher. Supervision may be exercised over the work of clerical assistants. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Uses the nursing process to assess, plan, implement and evaluate the health needs of students and staff; Administers medications and treatments per medical orders and parental written authorization based on established guidelines and district policy; Follows communicable disease control procedures and informs and advises administration and/or parents regarding school exclusion and readmission; Provides care for student illnesses and accidents according to school policies and protocols; Consults with the principal regarding chronic absenteeism; Develops, if needed, individualized health care plans with specific goals, objectives, and interventions for the student with special health needs and/or chronic health problems; Serves as liaison between the medical community, the school, and the staff regarding student health concerns; Plans with the administrators, teachers, and other school personnel to modify the school environment for children with special health care needs; Manages mandated school screening programs and follow-up for vision, hearing and scoliosis; Manages mandated school program and follow-up for all physical examinations; Reports suspected physical and sexual abuse and neglect of children as mandated by law; Monitors the school environment and reports recommendations for changes to reduce health and safety hazards in conjunction with a school safety committee; Coordinates school health services by managing health office, developing and directing efficient organizational structure, updating cumulative health and immunization records, supervising completion of accident and incident reports, managing mandated programs, providing statistical summary reports on a monthly and/or annual basis; Assists in the formation of health policies, goals and objectives for the school district; Supervises paraprofessionals assigned to the health office and delegates tasks to persons following appropriate training and documentation; Reviews and evaluates school health services regularly and makes recommendations regarding health service staff assignments, health service programs and in-service training for auxiliary staff assigned to school health services; Serves as resource person to school and community regarding physical, emotional, personal, social and consumer health and safety; Makes recommendations to students and parents for seeking diagnosis and treatment for health concerns; Interprets findings and assists in modification of health practices and educational programs; Provides in-service training to staff on health related issues; May serve as a member of the building level team and/or Committee On Special Education to interpret health-related data pertinent to

individual students; Collects data related to student health issues; Maintains professional development through in-service and/or self-directed professional growth activities; Reviews the school health service program, practices, services, and activities to determine if they are valid, effective, and in tune with student health needs and district policy, goals, and objectives; Coordinates activities of advisory groups affecting health and safety issues and consults with community agencies to assure appropriate utilization of resources.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of nursing principles and techniques and their relation to medical practices and skill in their application; Working knowledge of child development as it relates to health issues, risk factors, current health practices, infection control and personal hygiene; Skill in the application of nursing techniques and practices; Ability to understand and follow technical, oral and written instructions; Ability to keep records and make reports; Ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; Ability to get along well with students, teachers, parents, and others; Ability to carry out successfully the measures prescribed; Ability to plan and supervise the work of sub-professional and non-technical personnel; Good observation; Mental alertness; Firmness; Initiative; Cheerfulness; Patience; Emotional stability; Sympathetic attitude toward the sick; Good moral character; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Licensure by the State of New York to practice as a Registered Professional Nurse.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:**

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

**SPECIAL REQUIREMENT:** Maintain CPR Certification during employment

Adopted 3/1/78

Revised 2/29/96; 7/5/16

Reviewed 7/5/18