

School Nurse Coordinator

Reports to: Supervisor of Personnel and Middle Schools

FLSA Status: Non-Exempt

SUMMARY:

In addition to those duties and responsibilities outlined in the School Nurse position description, the School Nurse Coordinator is responsible for supervising the school nurses and implementing the school health program. The School Nurse Coordinator is responsible for completing the documents and performing the trainings related to the health program implementation that by the dictates of the Virginia Nurse Practice Act require an RN. Additionally, the School Nurse Coordinator provides coordination, development, and reporting support.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs all functions listed in the School Nurse position description, as well as:
- Serves as a resource for the school nurses and school administrators;
- Provides on-going feedback on the school nurse's performance utilizing the County's Evaluation Form;
- Responsible for the training for employees on OSHA, CPR, First Aid, Medication Administration, glucagon/insulin administration and Medicaid;
- Administer or Coordinate the individual screenings of vision, hearing, and scoliosis. Also evaluate, refer, and follow-up as required by the Virginia School Law and School Board Regulations;
- Attend state and regional school Nurse Coordinator meetings;
- Reviews list of students with various health problems that the school nurses has compiled from school records;
- Assists in the identification of students that are in need of a school health care plan;
- Assists in writing and implementing the school health care plan for identified students;
- Provides training for school staff members who are assigned to perform medical procedures or who are monitoring a student with health needs such as food allergies, diabetes, and seizure disorders;
- Observes the health service area to ensure compliance with legal and county requirements regarding the maintenance and the functional service area including the proper supplies, the storing of medications, and appropriate documentation system;
- Observes and provides feedback on the practice of the school nurses to ensure appropriate patient care, use of universal precautions and proper safety procedures, as well as proper implementation of the required screening programs;
- Provides assistance as necessary in managing infectious illness outbreaks;

JOB DESCRIPTION
Scott County Schools

- Reviews clinic records to ensure proper documentation including the completion of the correct medication administration and medical procedure forms, physical examination and immunization requirements, and documentation of nursing services administered;
- Provide assistance or input in written communication as needed;
- Provides feedback to the principal on the practice of the school nurse and provides input for the principal to consider in conducting the performance evaluation of the school nurse;
- Coordinates presentations by various agencies and professionals on pertinent health care topics for members of the school health;
- Encourages nursing and health services staff participation in conferences and workshops at the local and state level, addressing a range of school health issues;
- Coordinates the collection of data and compiles accurate and complete health reports as required by the school system and state agencies;
- Develops, updates, and implements written policies and procedures for the clinical services and programs addressing health issues;
- Incorporates evidence-based research practice into the school nursing program;
- Acts as a liaison and promotes positive collaboration with community providers for a range of services addressing child and adolescent health;
- Participates and collaborates with administrators in identification of qualified candidates, screening of applications, interview process, selection and orientation of school nurses as needed;
- Complies with and supports school and division regulations and policies;
- Assumes responsibility for professional growth and keeps skills up-to-date;
- Models non-discriminatory practices in all activities;
- Provides other health related duties as assigned.

EDUCATION AND/OR EXPERIENCE:

Must hold a valid license to practice as a Registered Nurse in Virginia and have a minimum of 5 years of experience as a school nurse. Must hold a BS in nursing or related field.

KNOWLEDGE, SKILLS AND ABILITIES

- Possess and maintain current First Aid and CPR certification
- Graduated from RN accredited nursing school
- May have post-secondary education
- Be able to communicate effectively in both written and verbal language, demonstrate clerical proficiency, and demonstrate sound judgment
- Must be able to work effectively with children of varying developmental stages
- Ability to establish and maintain effective working relationships with others
- Be flexible and adaptable to changing environments

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, talk, and hear. The employee frequently is required to walk and use hands to finger, handle, or feel. The employee is occasionally required to sit; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 150 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

Occasional personal and close contact with children is required. Regular contact with staff members, administration, and parents is required. Frequent contact with parents by phone and in person is necessary. Occasional contact with medical professionals is required.

EVALUATION:

Performance on this job will be evaluated in accordance with school board policy and administrative regulations on evaluation of personnel.