



Position Description

Position Title: School Nurse
Department: Medical
Reports To: Clinical Manager
Status: Exempt

Summary

The individual is responsible for providing professional nursing care to students, families and the community in a school setting.

Duties & Responsibilities

- Follow established protocols in school health set forth by the DPI, Health Center, rules and regulations of the state of Wisconsin including, but not limited to immunization status, blood borne pathogens, communicable disease reporting, emergency nursing and administration of medication
- Assist in the development and updating of school policies and procedures in regards to health
- Conduct, organize, and document health classes and/or events in collaboration with health educator, school staff, and Health Center staff for school based training including but not limited to epi-pens and blood borne pathogens
- Provide appropriate disease screening activities including hearing and vision screenings
- Provide appropriate classroom teaching as requested including growth and development
- Assess and treat appropriate injuries and illnesses in a school district per established protocols
- Follow provider orders for medication management, emergency treatment, and procedures
- Complete accurate, legal, and ethical documentation in patient medical and/or school record
- Develop Individualized Health Plans for students with special health care needs
- Attend meetings, conferences, and community events as requested
- Monitor and order supplies for school nurse office
- Collaborate in the performance of review activities for the quality improvement program
- Write reports and formulate recommendations with school, families, and/or Health Center staff
- Promote the mission, vision and values of the organization in all interactions
- Act within the scope of RN practice
- Report to work as scheduled
- Other duties as assigned

Qualifications

The individual must possess effective communication skills and development of good working relationships with other parent, student, co-workers and the public. This includes gaining the trust and respect of those with whom the position works most closely as well as maintaining the integrity of confidential patient and business information.

Education and/or Experience

The individual must possess a Wisconsin RN license and an acceptable course in Public Health Nursing or must have a Wisconsin RN license and a BSN. Knowledge of school nursing systems and programs is important. Experience in a school nurse setting helpful, but not required. This position requires a current CPR certification.

Communication Skills

The individual must possess the ability to read and interpret documents such as laws and statutes, operating and maintenance instructions, and procedure manuals; write routine correspondence and reports; and speak effectively before groups of people. Bilingual skills (Spanish/English) are helpful, but not required.

The individual must communicate with patients, families, communities, other health professionals and co-workers in a responsive and responsible manner to support a team approach to the maintenance of health and the treatment of disease. Engage others, appropriate to the specific care situation, in shared patient-centered problem solving.

Computer Skills

The individual must possess a working knowledge of computers, be comfortable with email communication systems and basic word processing and spread sheet programs.

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.

- Work may require sitting or standing for long periods of time; also stooping, bending and stretching
- Occasionally lifting 25 pounds or more
- Requires manual dexterity sufficient to operate a keyboard, telephone, copier and other such equipment
- Possesses sight and hearing senses to function adequately so that the requirements of this position can be fully met

Work Environment

Work is performed largely indoors and most days are spent working directly with patients. Interaction with others is frequent and interruptive. Work may be stressful at times. The noise level in the work environment is usually moderate. Work hours include 40 hours a week for full-time employees, 30 hours a week for limited full-time employees and less than 29 hours for part-time employees. Work hours correspond to the hours that the health center is open, which include weekday business hours and exclude holidays and weekends. Occasional unscheduled overtime may be required. Community involvement is encouraged but not required.

As an organization committed to diversity and inclusion, Scenic Bluffs Community Health Centers provides equal employment opportunities to all employees and applicants for employment, encourages applications from historically underrepresented groups, and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Acknowledgement

This job description describes the general nature and level of work performed by employees assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

Employee Signature

Date