



Position: School Nurse/Family Practice RN (32-40 hours per week)

Department: Cashton Public Schools/Cashton Medical

Reports to: Clinical Director

Status: Non-exempt

Summary:

This is a shared position with a portion of time supporting the family practice clinic and the remainder of time coordinating health services at the Cashton School District as the School Nurse.

Duties and Responsibilities:

- School Nursing
 - Supervision of School Health Aide
 - Includes necessary education and training.
 - Assist with preparing student Emergency Action Plans/Health Plans
 - Review Medication orders.
 - Maintain student health records.
 - Attend IEP and 504 meeting, if asked, assist with developing plans, if needed.
 - Assist health aid to conduct routine screenings.
 - Perform non-delegated medical tasks (i.e. tracheostomy care)
 - Staff education and training
 - Communication with families, healthcare providers, public health, school staff, etc.
 - Report to school board, as needed.
 - Review and update policies, as needed.
 - Serve on committees (i.e., mental health, wellness, health education, safety)
 - Run emergency drills.
 - Complete State Immunization Reporting
- Family Practice RN
 - Complete medication prior authorizations and medication refills
 - Patient health counseling and education
 - Assists providers in all aspects of the consultation, treatment, procedures, and follow-up care.
 - Executing medical regimens and nursing interventions as appropriate for the setting and competency.
 - Assists with care coordination for complex patients.
 - Participates in community outreach events (i.e., vaccination clinics)
 - Complete accurate, legal, and ethical document in patients' electronic health record
- General
 - Performs job responsibilities consistent with standards for best practice nursing, including excellent communication to ensure the delivery of high-quality care.
 - Act within scope of practice.
 - Report to work as scheduled.



- Promote the mission, vision, and values of the organization in all interactions.
- Other duties as assigned.

Qualifications

The individual must respect the confidentiality of patient and student information while performing job duties and establish and maintain effective working relationships and must also possess excellent understanding of the following:

- Prevailing standards of medical practice, and the ability to constructively participate in a clinical quality improvement.
- Wisconsin Department of Public Instruction School Nursing and Health Services requirements and the ability to constructively participate in coordination of student services.

This position includes having to meet deadlines, deal effectively with pressures and stress and write reports and correspondence. Intermediate math skills and legible handwriting is a must. Quality accuracy, thoroughness, timeliness, and reliability of work performed are essential. The individual must have a valid driver's license, be insurable and provide own transportation.

Education/Experience

- A bachelor's degree in nursing from an accredited college or university.
- Associate Degree in Nursing will be accepted with the following requirement:
 - Must complete a 3-credit course in community or public health nursing from a baccalaureate accredited nursing program to meet the requirement for "School Nurse" position.
- Previous experience as a school nurse, pediatric, acute care, or public health.

Communication Skills

The individual must possess very strong oral and written communication skills and have the ability to read and understand documents; write routine reports and correspondence; speak effectively before groups of customers or employees of organization. Bilingual skills (Spanish/English) are helpful, but not required.

The individual must communicate with students, parents, patients, families, communities, other 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 and demonstrate the ability to learn student health services and practice management systems.

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 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 operation 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 spend working directly with patients and/or students. Interactions with others is frequent and interruptive. Work may be stressful at times. The noise level in the work environment is usually moderate.

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