

**BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION**

ORIGINATION DATE 1986
 LAST REVISION DATE 01/25/01
 BAND & GRADE Job Level 13

POSITION TITLE District School Health Nurse

IMMEDIATE SUPERVISOR ASSISTANT SUPERINTENDENT

Job Summary (Basic Purpose of Position)

The District School Nurse is responsible for the coordination and management of the district health services in all the district schools and parochial schools located within the district. Services as liaison between the district and community health care providers.

SUPERVISOR

EMPLOYEE

Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% of TIME DW	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS, AND PERFORMANCE STANDARDS					
<p>1.0 MANAGE THE DISTRICT HEALTH SERVICES 1.1 Coordinate, organize and manage all health services provided in the school district. 1.2 Recommends and develops Health Service Policy. 1.3 Develops and implements Health Service procedures for school health offices. 1.4 Determines the delegation of all health care functions. 1.5 Monitors and makes recommendations for safe and healthy school environment. 1.6 Plans and conducts health related in-service programs for district staff as needed 1.7 Participates as a consultant and resource person regarding school health curriculum. 1.8 Participates on school committees for health related issues. 1.9 Participates on individual school Child Study Teams</p>				<p><u>Knowledge:</u> 1. State Department of Health and CFL Guidelines for school health services. 2. Current health laws, trends and recommendations. 3. School health service budget. 4. Anatomy & Physiology (normal and abnormal) 5. Minnesota School Health Guide 6. Communicable Disease Laws/information. 7. School Safety Regulations M.S. 126.20 and M.S. 169.45. 8. Current first aid and CPR procedures. 9. Indoor Air Quality State Guidelines 10. OSHA Standards for Blood Borne Pathogens. 11. Basic Professional Nursing Principles. 12. Standards for School Nursing</p>	<p>1.1 Organized and managed health services provided to the district. 1.2 Recommended health service policies as needed. 1.3 Developed and implemented procedures. 1.4 Recommended health service budgets. 1.5 Monitored and made recommendations for safe and healthful school environments. 1.6 Planned and conducted in service programs for various staff. 1.7 Served as a consultant and resource person to the health curriculum committee. 1.8 Participated on various Child Study Teams. 1.12 Participated in hiring of health assistants. 1.14 Participated in professional growth activities.</p>

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<p>1.0 MANAGE THE DISTRICT HEALTH SERVICES (continued)</p> <p>1.10 Organizes visits to each school health office in the district a. Advises in the physical set-up of each health office</p> <p>1.11 Recommends health service budgets.</p> <p>1.12 Participates in the interview process for new health assistants.</p> <p>1.13 Assists in the determination of qualifications for health paraprofessionals</p> <p>1.14 Participates in professional growth activities.</p>				<p><u>Skills and Abilities:</u></p> <ol style="list-style-type: none"> 1. Assess 2. Plan 3. Organize 4. Coordinate 5. Implement 6. Delegate 7. Teach 8. Evaluate 	

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<p>2.0 DUTIES RELATED TO HEALTH ASSISTANTS/OTHER PARA'S</p> <p>2.1 Instructs health assistants in health office duties.</p> <ul style="list-style-type: none"> a. Care of Students b. Medication (dispensing, storage, documentation) c. Special health care functions d. Screening procedures e. Record keeping f. Data privacy issues g. Student referral to District Nurse procedure <p>2.2 Monitors health assistant performance.</p> <ul style="list-style-type: none"> a. Conducts on-site visits on a regular basis. <p>2.3 Advises health assistants on writing and revision job descriptions.</p> <p>2.4 Facilitates orientation of new health assistants and health assistant substitutes.</p>				<p><u>Knowledge:</u></p> <ol style="list-style-type: none"> 1. State Department of Health & CFL Guidelines for School Health Services 2. Current health laws/recommendations 3. Standards of Practice for School Nurses 4. Role of the School Nurse in Delegation of Nursing Functions 5. Guidelines for the Medically Fragile Child in the School Setting 6. Anatomy & Physiology (normal & abnormal) 7. Chronic Illness in Children 8. Current First Aid & CPR Recommendations 9. Infectious Disease Control 10. Minnesota School Health Guide/Manual 11. Guidelines for the Care of Students Requiring Assistive Medical Technology 12. Data Privacy as related to School Health Issues <p><u>Skills:</u></p> <ol style="list-style-type: none"> 1. Vision, hearing & scoliosis screening 2. Emergency care functions/FA & CPR 3. Perform special health care procedures: 	<p>2.1 Provided management direction to health assistants.</p> <ul style="list-style-type: none"> a. Developed a communication system with staff to report student health problems b. Instructed health assistants in carrying out specific health care plans c. Stressed importance of confidentiality d. Provided health care direction for specialized health care functions e. Managed overall medication procedures according to district policy <p>2.2 Visited all district health offices</p> <p>2.3 Advised health assistants on writing and revision job descriptions</p> <p>2.4 Provided orientation to all new health assistants and health assistant substitutes</p>

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2.0 DUTIES RELATED TO HEALTH ASSISTANTS/OTHER PARA'S (continued)				<ul style="list-style-type: none"> a. Catherization b. Tracheal suctioning c. Gastrostomy tube feeding d. Oxygen therapy e. Nebulizing treatments f. Glucose monitoring g. Administration of life-saving medication h. Universal precaution functions <p><u>Abilities:</u></p> <ul style="list-style-type: none"> a. Teach b. Organize c. Plan d. Delegate e. Implement f. Evaluate 	

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<p>4.0 DUTIES AS RELATED TO STAFF</p> <p>4.1 Consult with staff regarding students with health-related conditions</p> <p>4.2 Provide staff with in service regarding district health service policy when applicable</p> <p>4.3 Develops and facilitates in service to staff regarding health issues when applicable</p> <p>4.4 Participates in evaluation of health assistants by principals</p>				<p>1. OSHA Standards as it applies to school employees</p> <p>2. Principles of Employee Assessment/Evaluate</p> <p>3. Knowledge of health para's job description</p> <p><u>Abilities:</u></p> <ol style="list-style-type: none"> 1. Communicate 2. Organize 3. Facilitate 	<ol style="list-style-type: none"> 1. IEP meetings were attended and teachers were informed of students with special health problems 2. In services were presented to staff regarding special health information 3. Input was given to principals regarding job function of the health assistant in their building

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<p>5.0 SERVES AS LIAISON BETWEEN THE DISTRICT AND COMMUNITY HEALTH CARE AGENCIES</p> <p>5.1 Participates in the development and utilization of community health care resources.</p> <p>5.2 Represents the school district on the Beltrami County Child Protection Team.</p> <p>5.3 Presents resource information to community groups when invited.</p>				<p><u>Knowledge:</u></p> <ol style="list-style-type: none"> 1. Strong knowledge of community health resources and agencies 2. Knowledge of Child Maltreatment Reporting Laws <p><u>Skills and Abilities:</u></p> <ol style="list-style-type: none"> 1. Organize 2. Facilitate 3. Network 4. Lecture 5. Effective interpersonal communication 	<p>5.1 Networking has taken place between the school and other community health agencies</p> <p>5.2 Attendance to Child Protection Team meetings has taken place</p> <p>5.3 Presentations have been made to community organizations on request</p>