



3.6 REGISTERED PROFESSIONAL NURSE (RN)

Qualifications

1. Must be NYS Registered Nurse
2. Must be/get fingerprinted through the NYS Department of Education
3. Current CPR/AED Certification Required
4. First Aid Certificate Required

Reports To

Building Administrator & Director of Health, PE & Athletics

Description

The nurse will perform professional nursing duties at one or more schools in the maintenance of acceptable health standards in accordance with his/her training and State license of qualification. Duties and responsibilities shall be performed in accordance with State mandates, Board of Education Policy, and Administrative Regulations, and include the maintenance of health records and the emergency treatment of student and employee health problems. Related work will be performed as required.

Required Knowledge, Skills and Abilities

The nurse must have a good knowledge of nursing principles and their relation to medical practices and skill in their application; a working knowledge of material -- medical, dietetics, sanitation and personal hygiene; skill in the application of nursing techniques and practices; the ability to understand and follow technical, oral and written instruction; the ability to keep records and make reports; the ability to get along well with students, teachers, parents and others; the ability to carry out successfully the measures prescribed; the ability to plan and supervise the work of paraprofessional and non-technical personnel; have good observation; able to take initiative; show patience; have a sympathetic attitude toward the sick; and physical condition commensurate to perform the essential functions of the job with or without reasonable accommodations.

Responsibilities

1. Responsible for giving health care to students and for performing related nursing services. This includes student health screening and notification of potential areas of health concern and communicable disease control. To be effective, the nurse must assess, plan, implement, and evaluate each case using professional judgment and diagnostic skills.
2. Is a member of the Building and Community Intervention Teams as requested. He/she must document and report suspected neglect and child abuse cases, and work with the Child Protection Agency as needed.
3. Assists the school physician in physical examinations of students and employees. Specifically, the nurse assists the physician in auditory, visual, scoliosis examinations and at school immunization clinics.
4. Administers first aid and emergency treatment to students and employees. This may include the use of CPR/BLS, therefore certification is mandatory.
5. Prepares and maintains a cumulative health record for each student for school authorities, prepares records and reports as required, and maintains an effective filing system for health records. Confidentiality of information is an important part of record keeping.
6. Carries out procedures to facilitate transfer of health records of students entering or leaving school.

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7. Arranges for transportation for sick or injured students or employees to hospital, home, doctor's or dentist's office in cases of emergency.
8. Orders, inventories and oversees the storage of first aid and related health supplies and equipment for the Health Office.
9. Consults with attendance person, guidance counselors, teachers, administrators and other staff members concerning a variety of health factors related to non-attendance and communicable diseases. Provides Student Personnel Department with a list of students taking physicals.
10. Disseminates information concerning exposure control procedures and precautions, advising appropriate persons of medical problems and screening results.
11. Prepares for elementary field trips by dispensing medications to be taken, issuing first aid kits, supervising students who self medicate, and accompanying 4th and 5th grade classes on respective outdoor education trips.

Training, Experience, and Certification

Must be a graduate from a school of nursing approved by the State Education Department from a course of study approved by such Department as qualifying for a Registered Professional Nurse. Must possess a current license issued by the State of New York to practice as a Registered Professional Nurse at the time of appointment. Must also possess current CPR/BLS certification.

Other Professional Characteristics

1. Must be organized and be able to originate and develop constructive ideas and actions.
2. Must demonstrate good communication skills with students, parents, building teachers and administration, and educational support professionals. Must be able to interpret non-verbal as well as verbal communication.
3. Is capable of making sound and timely decisions which are effectively carried out. These may need to be coordinated with supervisors or be independent.
4. Shows enthusiasm and interest, and a positive and caring attitude. Demonstrates adaptability, self-confidence and ability to meet challenges on a day-to-day basis. Should set a good example and be a role model for students.
5. Attendance in the elementary school is the total responsibility of the nurse and the inherent problems must be handled to the satisfaction of administration and parents.
6. Most medical emergencies do not allow for time and consultation, therefore the nurse must rely upon his/her expertise, assessment and judgment, and act accordingly.
7. As new information, new medications, and changes in treatment are constantly being presented, and new equipment and methods for their use are becoming available, in-service is necessary. Must be willing to attend staff development meetings in order to keep current.
8. Keeps the Health Office neat and clean. The nurse assists in the inspection of the school in respect to health and safety as requested.
9. Must have an understanding of the complexity of the medical, psychological, and economic conditions of the community which make the work of the school nurse more demanding than ever before. This is particularly true because of the increasing number of working parents, one parent families, and the decline in family income due to unemployment.