

Nurse II - Registered Nurse Gerner EEC

Purpose Statement

The job of Nurse II - Registered Nurse Gerner EEC is done for the purpose/s of assessing the health needs of students; developing emergency care plans and individual health plans, incorporating input from parent and/or physician; complying with the laws relating to student health, including parental and guardian consent; providing appropriate care for ill, medically fragile and/or injured students; providing health information and serving as a resource to teachers, staff, and administrators; and identifying health problems for referral for proper treatment.

This job reports to the Building Administrator and Health Services Coordinator

Essential Functions

- Administers first aid, medication and specialized medical treatments (e.g. oral suctioning, catheterization, etc.) for the purpose of providing appropriate care for ill, medically fragile and/or injured children.
- Assesses situations involving students' safety and other health related issues (e.g. abuse (physical, sexual, drug, etc.), etc.) for the purpose of identifying problems, referring for proper treatment and complying with legal requirements.
- Assists in the process of interviewing candidates for the purpose of filling open elementary health room and health room substitute positions as requires by Human Resources or the Director of student Service.
- Audits immunization status of all students for the purpose of keeping the district in compliance with the Missouri Division of Health and notifying parents of deficiencies and the steps to comply with immunization requirements.
- Collaborates with Lead RN and Director of Student Services in reviewing current school health policies (e.g. compliance with the Family Educational Rights and Privacy Act (FERPA), etc.) for the purpose of providing information on nursing theory and practice, updating current recommendations of state and national health room procedures, and student health-related policies for Board of Education approval.
- Communicates student care plans for current year to all staff directly responsible (e.g. IHPs, EAPs, etc.) for the purpose of ensuring students' health needs are addressed, providing direction to site personnel and/or and implementing directions provided by parents and/or physicians.
- Conducts health room assessments (e.g. Quality Improvement, accuracy of daily log visits and medication/treatment logs, etc.) for the purpose of identifying issues and/or providing recommendations for improving safety and accessibility, and ensuring accurate, current, and complete documentation with follow-up as needed.
- Consults with school personnel, families, and children on a variety of health related subjects (e.g. CPR, disaster preparedness, child abuse, health education, medication management, policies and procedures, substance abuse, growth and development, food allergies, STDs, hygiene, etc.) for the purpose of promoting a healthy lifestyle and/or acting as a resource to students, teachers, and other school personnel.

- Ensures health care plans for students with health problems are implemented (e.g. diabetes, etc.) for the purpose of meeting the needs of students with chronic health problems and/or accommodation requirements.
- Ensures medical equipment is maintained and supplies ordered by health services staff (e.g. equipment cleaned and working, etc.) for the purpose of effectively carrying out the school health program.
- Monitors the treatment of students referred for illness and/or injury (e.g. procedures followed, etc.) for the purpose of ensuring their immediate health care concerns and initiating follow-up care are addressed per the policies and procedures required by the department, district, and regulatory agencies.
- Participates in a variety of meetings (e.g. Health Services Departmental meetings, leadership team meetings, School Health Advisory Committee meetings, etc.) for the purpose of gathering, conveying and/or sharing information on student health needs, service delivery, and educational programs; and/or improving skills and knowledge.
- Provides training and orientation for new health room staff and health room substitutes (e.g. health room procedures, etc.) for the purpose of ensuring health skills are maintained by all health room staff and substitutes.
- Reports health and safety issues to administration and appropriate agencies (e.g. fights, suspected child or substance abuse, contagious diseases, etc.) for the purpose of maintaining students' personal safety, a positive learning environment and complying with regulatory requirements and established guidelines.
- Researches a variety of topics relating to health and medical care (e.g. wellness, nutrition, treatment protocols, childhood diseases, new regulations, etc.) for the purpose of providing information to staff, students, parents, and the public.
- Responds to crisis situations (e.g. suicides, shootings, etc.) for the purpose of providing direction and support to students and staff.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; handling hazardous materials/waste; operating equipment used in clinical setting; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures; stages of child development; pediatric and family nursing practices; community health concepts; and pertinent policies, codes, regulations and/or laws.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required

to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; dealing with distraught, angry or hostile individuals; maintaining confidentiality; working as part of a team; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under conditions with exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is desired.

Education Targeted, job related education with study in job-related area.

Equivalency Experienced in public health, medical office, hospital preferred.

Required Testing

Physical Capacity Assessment

Certificates

Registered Nurse licensed in the State of Missouri

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Range