

Nurse, District RN Lead Nurse
School District Job Description

Position Title: Nurse, District RN Lead
Department: Health
Reports To: Superintendent and/or Building Principal

SUMMARY: Assesses students requiring the direct services of a registered nurse.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Train and mentor new and existing health room staff, in accordance with district policies and procedures as they work within the educational setting.
- Provide district wide training on chronic illnesses such as (but not limited to): Asthma; Diabetes; Seizures; Blood Borne Pathogens; Administering Emergency Medicine such as Epi-Pens; Albuterol and Glucagon.
- In Depth training to nurses and secretaries for health room coverage in the absence of the nurse / health room clerk, which would include administering medications, medication policy and procedure.
- Monitor immunizations for the district and submit immunization report to the Department of Health an exemption have received their immunizations and follow up with those currently in the process of receiving immunizations throughout the school year. Ensure immunization records are in compliance.
- Compile a list of illnesses in the district and use the online reporting system to file the Health Survey Summary and Staff Report to the Department of Health and Senior Services on an annual basis.
- Communicate with the Cass County Health Department and the School Administration regarding the possibility of contagious diseases and help formulate a plan to combat it.
- Coordinate a Flu Shot Clinic in the fall for employees. Reinforce education regarding the importance of the flu shot.
- Oversee the Wellness Program and coordinate with district administration to continue program improvements and compliance.
- Coordinate a Wellness Fair in the spring for employees.
- Communicate with nursing staff and administration any information from the Missouri Department of Health and Senior Services regarding school health.
- Assist nurses and administration with issues in other health rooms.
- Perform audits of medication administration and controlled medications in all health rooms.
- Assist in hiring new school nursing staff.
- Attend webinars / seminars to keep up to date with medical issues.
- Review changes in school policies and procedures.
- Provide training and orientation for substitutes.
- Coordinate with Cass Community LPN School for student clinical rotation at the Primary and Elementary Schools.
- Provide professional development for nurses.
- Ensure nurses attend 504 meetings when necessary.
- Ensure health screenings are completed and provide support to nurses for follow up.

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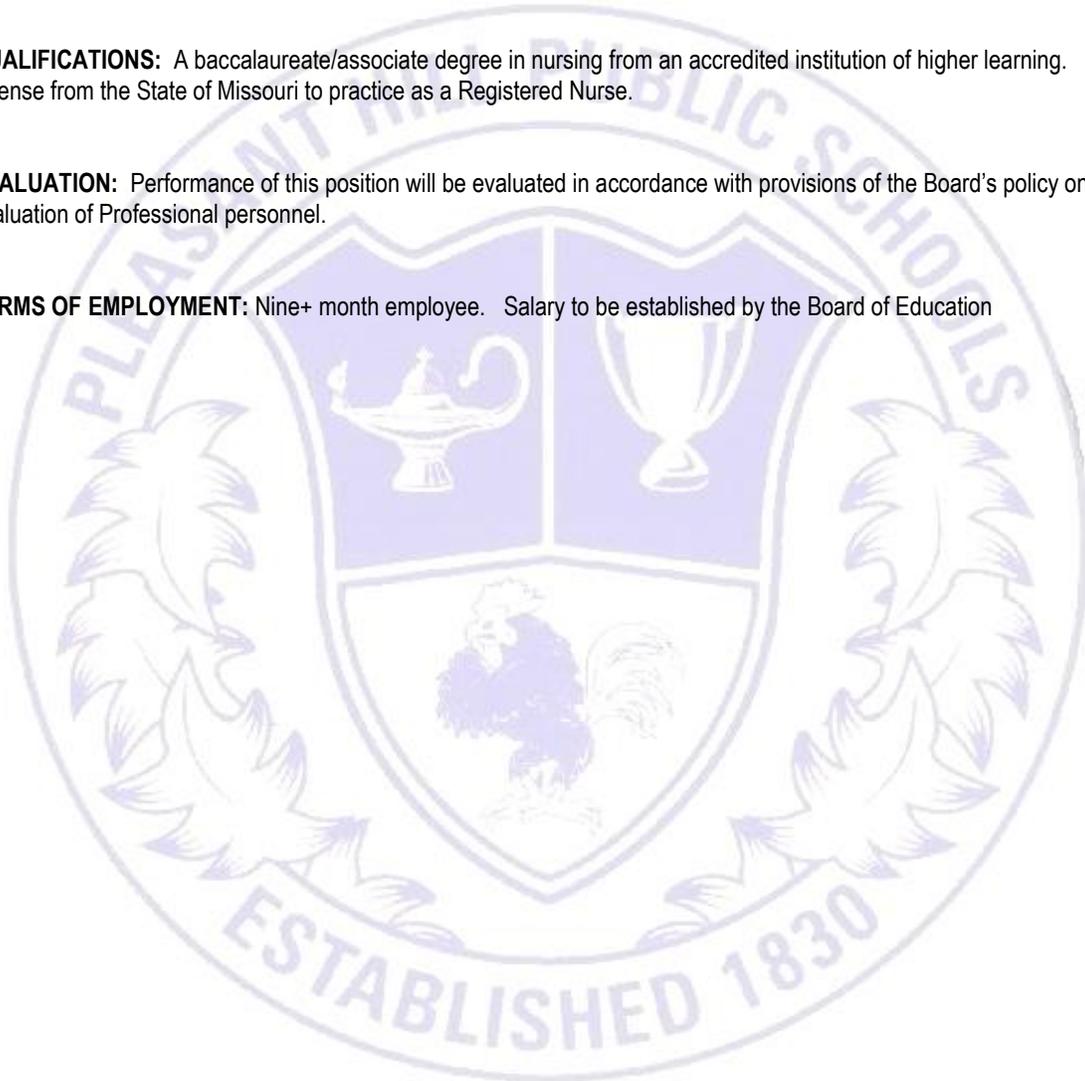
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- Keep health room forms and reports up to date.
- Monitor AED's to make sure they are functional and coordinate with the PHFD if there are issues.
- Review standing doctor orders annually or as needed.
- Ensure Epi-Pens and Albuterol stock is sufficient for the year.
- Participate in the Safety Committee Meetings each quarter.
- Ensure all areas of staffing are covered. This will involve fielding phone calls and covering for staff calling in sick; staffing field trips; etc.

QUALIFICATIONS: A baccalaureate/associate degree in nursing from an accredited institution of higher learning. License from the State of Missouri to practice as a Registered Nurse.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of Professional personnel.

TERMS OF EMPLOYMENT: Nine+ month employee. Salary to be established by the Board of Education



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Date _____