

Litchfield School District - SAU 27

POSITION TITLE: SCHOOL NURSE	
Job Description Approved By: <i>Litchfield School Board</i>	Date: 8/17/2022
General Purpose:	The school nurse shall oversee and provide for the individual health needs of students and staff. The school nurse shall provide for the promotion and maintenance of good health as well as the prevention of illness and injuries. This facilitates learning and promoting an optimal level of wellness for students and staff. See policy JLC.
Reports to:	Principal
Supervises:	N/A

POSITION DUTIES AND RESPONSIBILITIES:

Except as specifically noted, the following functions are considered essential to this position:

- Organizes, administers, and manages school health services.
- Responsible for appropriate assessment, planning, intervention, evaluation, management, and referral activities for students in the school district.
- Responsible for direct and indirect care given to students in compliance with school district policies, professional standards or practice, physician's orders and the Individual Health Plan.
- Functions in accordance with New Hampshire Nurse Practice Act, Code of Ethics for Registered Nurses, and the school district's policies and procedures.
- Promotes and maintains good health as well as the prevention of illnesses and injuries.
- Formulates, revises, and implements Individual Health Plans.
- Inputs the health screenings, physical examinations, and immunization records into the school database.
- Acts as a liaison between the physician, school, community, and child's home in improving the holistic health needs or school children.
- Participates in the development of an ongoing student safety and child protection program.
- Acts in a manner that respects the dignity, confidentiality, and rights of all students and staff.
- Upholds regulations and laws related to confidentiality, reporting of child abuse and neglect, and other health-related requirements.
- Provides leadership in the planning of proper emergency care and first aid for student illnesses and accidents incurred during school activities.
- Insures the maintenance of accurate health records for all children and the submission of all reports relating to the health of children to the state or other appropriate agencies.
- May provide in-service training for health-related issues to staff members of the district.
- Assists in the preparation and implementation of the school health services budget.
- Monitors, reports, and recommends changes for safety hazards and sanitary conditions in the school environment.
- Maintains professional competencies through in-service educational activities and self-selected professional growth programs.
- Maintains student's confidential files and records (e.g. health care plans, agency referrals, accident reports, immunizations, physical exams, etc.).

This job description is not intended to be all inclusive, and employees will also perform other tasks and assume other responsibilities as assigned by supervisor(s).

Evaluation: Evaluation will be based on ability and effectiveness in carrying out the responsibilities of the position as defined. Performance will be reviewed by Administrators in cooperation with the Superintendent and in accordance with School Board policy and the Litchfield School District Professional Educator Evaluation Plan.

TERMS OF EMPLOYMENT: Contracted 186 days, plus additional 2-3 days depending on needs; exempt

MINIMUM QUALIFICATIONS:

Education and Experience:

- Experienced RN, with two-three years of prior experience in the areas of pediatrics and/or emergency care
- Graduate of an accredited nursing program
- Bachelor’s Degree preferred

Necessary Knowledge, Skills and Abilities:

Specific skill-based competencies required to satisfactorily perform the functions of the job, including:

- Knowledge and skills to evaluate and treat a variety of medical conditions,
- Ability to effectively communicate information both orally and in written form and to a diverse group,
- Ability to plan and manage projects, and work with frequent interruptions,
- Knowledge of current medical and health standards ,
- Ability to maintain confidentiality and to do so in accordance with laws such as HIPAA, and FERPA,
- Ability to collaborate with professionals, parents, and community
- Knowledge of the New Hampshire Nurse Practice Act, Code of Ethics for Registered Nurses, and the school district’s policies and procedures

LICENSURE AND CERTIFICATION REQUIREMENTS:

- Registered Nurse (RN) currently licensed in the State of New Hampshire
- Current CPR, AED certification

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Frequently required
2. Lift 11 to 25 lbs:	Occasionally required
3. Lift 25 to 50 lbs:	Rarely required
4. Lift over 50 lbs:	Not required
5. Carry up to 10 lbs:	Frequently required
6. Carry 11 to 25 lbs:	Occasionally required
7. Carry 26 to 50 lbs:	Rarely required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Frequently required
10. Reach at shoulder height:	Frequently required
11. Reach below shoulder height:	Frequently required
12. Push/Pull:	Occasionally required

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Not required

4. Fine Manipulation:	Frequently required
5. Controls and Equipment:	Computer, telephone, copy and FAX machine, 2-way radio, basic nursing diagnostic equipment, otoscopes, scoliometers, audiometers, blood pressure equipment, thermometers

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Frequently required
2. Bending:	Frequently required
3. Crawling:	Not required
4. Squatting:	Occasionally required
5. Kneeling:	Occasionally required
6. Crouching:	Occasionally required
7. Climbing:	Rarely required
8. Balancing:	Rarely required

Work Surface(s):

Standard office desk and chair. Carpeted and tile floors.

During the Work Day, Employee is Required to:

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
Sit	<u>1</u>	2	3	4	5	6	7	8	1	2	<u>3</u>	4	5	6	7	8
Stand	<u>1</u>	2	3	4	5	6	7	8	1	<u>2</u>	3	4	5	6	7	8
Walk	<u>1</u>	2	3	4	5	6	7	8	<u>1</u>	2	3	4	5	6	7	8

Work Performed: Inside: 99%
Outside: Up to 1%

Cognitive and Sensory Requirement(s):

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and inquiries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Necessary for evaluating risks

Other Training, Skills and Experience Requirements:

Ability to work with staff, students, parents, and the community. CPR and First Aid

Summary of Occupational Exposures:

Bloodborne Pathogens and Infectious Diseases

Other Considerations and Requirements:

This position requires physical contact with students and employees. There is possible exposure to bodily fluids, needle punctures, communicable diseases and lice. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

Applicants will be subjected to a criminal background check required by state law.