



SUBSTITUTE SCHOOL NURSE

Purpose Statement

The job of a substitute Nurse was established for the purpose(s) of supporting the school nurses and school staff/faculty in the absence of the school nurse in assessing the health needs of students; following emergency care plans and individual health plans. Complying with the laws relating to student health, including parental and guardian consent; providing appropriate care of ill, medically fragile and/or injured students; providing health information and serving as a resources to parents, teachers, staff, and administrators; and identifying health problems for referral for proper treatment.

This job reports to the Health Services Coordinator & School Site Principal.

Essential Functions

- Administers first aid to staff/students, medication, and specialized medical treatments for the purpose of providing appropriate care for ill, medically fragile and/or injured children in accordance with State laws and District policies.
- Assists with state mandated annual health screenings (e.g. vision, dental, hearing, etc.) for the purpose of referring medical conditions and/or providing appropriate care of ill, medically fragile, and or injured children.
- Assesses situations involving students' safety, abuse (physical, sexual, drug, etc.) and, other health related issues for the purpose of identifying problems, referring for proper treatment, and complying with legal requirements.
- Collaborates with parents, students, teachers, staff, health care providers, and/or public agencies for the purpose of promoting and/or securing student health services, providing information and complying with legal requirements.
- Ability to perform skilled nursing procedures such as catheterizations, suctioning, gastrostomy tube feedings, insulin administration, and nebulizer treatments.
- Follows individual student health care and emergency care plans for students with special care needs for the purpose of providing direction to site personnel and/or implementing directions provided by parents and/or physicians.
- Maintains contact with parents/guardians for the purpose of advising them of changes in student health and/or recommending further medical and/or emotional intervention.
- Respects student's confidential files and records (e.g. health care plans, agency referrals, accident reports, immunization records, etc.) for the purpose of providing information required by legal requirements and professional standards.
- Monitors students referred for illness and/or injury for the purpose of attending to their immediate health care concerns and initiating follow-up care.
- Provides care to students with chronic illnesses and extremely high-risk students (e.g. allergies, asthma, diabetes, seizures, medically, fragile, etc.) for the purpose of assisting the child in achieving the highest possible functional level.
- Refers students requiring additional medical attention for the purpose of providing required follow-up treatment and services.
- Reports health and safety issues to assigned administrator and appropriate agencies (e.g. altercations, suspected child and/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.
- Acts as a resource in health education to school personnel, students, and families.
- Responds to emergency medical situations (e.g. severe falls, seizures, prescription reactions, bleeding, etc.) for the purpose of ensuring appropriate immediate medical attention and related follow-up action.
- Documents clinic visits and information exchanges thoroughly and professionally.



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- Communicates with school nurse regarding any issues that arise while on duty.

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 periodically 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 basic math, including calculations using fractions, percentages, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; 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 independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined 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. Independent 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 significant. 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 using standardized practices and/or methods; leading; guiding; and/or coordinating others; and tracking budget expenditures.

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 33% sitting, 34% walking, and 33% standing. The job is performed under conditions with exposure to risk of injury and/or illness.



EXPERIENCE: Minimum of 2 years' experience as a professional registered nurse; with experience in pediatrics and/or public health nursing preferred.

EDUCATION: Minimum of Bachelor of Science in Nursing preferred.

EQUIVALENCY: None Specified

REQUIRED TESTING:
Pre-Employment Drug & Alcohol Screening

CERTIFICATES & LICENSES:
Bachelor of Science in Nursing strongly preferred
Active Registered Nurse license by State of TN
Current CPR/Basic Life Support Certificate

FLSA STATUS:
Non Exempt

CONTINUING EDUCATION / TRAINING:
Meets minimum scheduling requirement assignments per year

CLEARANCES:
Criminal Justice Fingerprint/Background Clearance

SALARY GRADE:
Classified