

Escondido Union High School District Job Description

Job Title: Site Nurse
Employee Unit: Classified Bargaining Unit
Job Family: Clerical and Administrative Support
FLSA Status: Nonexempt
Salary Level: 33
Approved By: Board of Education
Approved Date: 06/23/2021

NATURE OF WORK

Under general supervision provide a variety of health services to students; administer routine first aid and emergency treatment to ill or injured students; assure students meet state requirements for entry to the school. Provide health care services to students by performing the following duties

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provide first aid/and or immediate care to students, staff or other persons on campus experiencing physical or mental injury, illness or episode.

Determine when ill/injured students need to go home, and calls parents/guardians.

Maintain confidentiality of sensitive information in accordance with district, state and federal policies and guidelines (e.g. HIPAA, FERPA).

Provide specialized treatments to students as prescribed by student's physician.

Participate in the administration of nursing care described in IEP, 504 plans or other written plans of care for students.

Administer medications, including oral, aerosol and injection, to students according to state laws, district policies and Education Code and as prescribed by student's physician.

Maintain and update student health history records and assure immunizations are current for the purpose of ensuring compliance with state law.

Maintain daily logs and compile statistical reports of Health office activities for district office.

Prepare monthly report for Medi-Cal billing.

Record and submit seizure or accident reports.

Submit SARB reports on students who present at health office professing illness.

Refer students to counselor, social worker, Assistant Principal, or other agencies as needed or required.

Reports students with contagious diseases to local public health authorities for the purpose of minimizing infection and complying with legal requirements.

Serve as a resource person to students and staff regarding health education and information.

Attend IEP meetings as required.

Maintains supplies for health office and disaster equipment; assists in maintaining a neat, clean, and orderly health office.

Counsel students in good health habits; assess and evaluates the health status of pupils.

Collaborates with parents, students, health care providers, and /or agencies regarding needed treatment, securing information and complying with legal requirements. Refers students and their parents/guardian requiring further medical attention and may provide information regarding appropriate community resources.

Assist in program for care of disabled students, including but not limited to applying and removing medical appliances, (e.g. gastrostomy tube ("G-tube"), catheters), and administering oxygen per doctor's orders.

Coordinate schedule to test all 10th grade students for mandated 10th grade vision and hearing screening; notifies family of results as required.

Assist in coordinating (e.g. securing room location, notifying students) IEP assessments for District Nurse.

Participate in the San Diego TB Program by maintaining and updating TB testing and treatment documentation.

Serve as a member of Student Intervention Team (SIT), Safety Committee and First Aid Director for Disaster Preparedness.

Direct the work of the Health Clerk, Student Assistants.

May act as a resource to determine when ill/injured infants and toddlers in the CalSAFE Program need additional medical care.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Completion of a recognized post-secondary program in Nursing.

KNOWLEDGE OF:

First aid and CPR techniques and practices; modern office practices, procedures and equipment; basic

record-keeping techniques; correct English usage, grammar, spelling, punctuation and vocabulary; laws, rules and regulations related to assigned activities; interpersonal skills using tact, patience and courtesy; health and safety regulations; policies, objectives and procedures related to the school health program; proper use of screening apparatus.

ABILITY TO:

Administer first aid and CPR; communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships with others; maintain routine records; learn department and program objectives and goals; read, interpret, apply and explain rules, regulations, policies and procedures; determine appropriate action within clearly defined guidelines; analyze situations accurately and adopt an effective course of action; understand and work within scope of authority; work independently with little direction; observe health and safety regulations; work confidentially with discretion; operate office machines including a computer and applicable software; understand and relate to children with special needs.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Nursing license from the State Board of Registered Nursing; current CPR/First Aid certification, valid California Driver's License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and taste or smell. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

COMMENTS

The individual assigned to this position must demonstrate the ability to maintain accurate records, must pay attention to detail to assure proper administration of prescribed medicines, and must demonstrate a dedication to the health profession, a commitment to student welfare and observe safety measures with regard to proper use of supplies and equipment, such as sanitary gloves. A professional, caring and efficient demeanor and good personal hygiene are essential to the job.