

NURSING SPECIALIST

DEFINITION

Under the direction of a School Nurse or other assigned supervisor, provide a variety of health care services at one or more District schools or facilities; administer first aid and assist students, faculty, and staff who are ill or injured.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Administers first aid and assist students, faculty, and staff who are ill or injured; transports ill or injured students as requested; responds to emergency situations administer first aid or CPR if necessary.
2. Provides a variety of health care services such as bandaging, taking temperatures, applying icepacks, assisting with personal hygiene, and other related services; counsels students and staff regarding personal health issues.
3. Makes preliminary evaluation of ill students within the framework of the Health Department, school law, and District guidelines and policies.
4. Screens student records for proper immunizations; alerts parents of needed immunizations and maintains communication until records of immunizations are provided; conducts communicable disease screenings and exclusions as needed.
5. Organizes and conducts vision, hearing, and scoliosis screening; measures student height and weight, and assists with dental screening and heart scan.
6. Maintains necessary records and reports of student accidents, illnesses, medications, and other related information; maintains emergency cards, locators, and health files.
7. Administers medication to students in accordance with state laws and District policies and procedures.
8. Maintains proper standard of cleanliness in the health office; maintain inventory of health office supplies and equipment and order as needed; maintain health office equipment.
9. Communicates with School Nurse regarding procedures and problems; provides a variety of information to students, faculty, and staff concerning the health needs of students.
10. Observes student health status and contacts parents as appropriate; refers parents and students to public health agencies or other health care providers; reports suspected child abuse or neglect according to established procedures.
11. Conducts periodic workshops and in-services to instruct District personnel in proper first aid, CPR, and related health procedures; develops and organizes new health services and programs for students and staff.
12. Performs a variety of clerical duties; types a variety of reports, correspondence, forms, notices, and referrals; maintains files and duplicate materials as needed.
13. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

District policies and state regulations concerning immunization of school-aged children; hygiene and health needs of school-aged children; health and medical terminology; health and safety regulations; applicable sections of State Education Code and other applicable laws; District organization, operations, policies, and objectives; modern office practices, procedures, and equipment; record-keeping techniques; correct English usage, grammar, spelling, punctuation, and vocabulary; telephone techniques and etiquette; public health agencies and local health care resources.

Ability to:

Administer first aid to ill or injured children; screen students for scoliosis and vision, hearing, and dental problems; respond appropriately and effectively to emergency situations; establish and maintain files, records, reports, and referrals; meet schedules and time lines; counsel and provide health related information to elementary, middle, or high school students; plan and organize work; work confidentially with discretion; communicate effectively both orally and in writing; read, interpret, apply, and explain rules, regulations, policies, and procedures; perform clerical duties such as filing, duplicating, typing, and maintaining records; complete work with many interruptions; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Graduation from an accredited nursing program; and one year of medical/clinical experience as a Registered Nurse.

License/Certificate Requirement:

Possession of a valid California Driver's License.

Possession of a current valid California State License as a Registered Nurse; Audiometric Certificate desirable; valid advanced first aid and CPR Certificate issued by an authorized agency.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a school health office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in a school health office setting with travel from site to site; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.