

## JOB DESCRIPTION

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Approved: C. Fortune, ED

Grade: 23

FLSA: Exempt

**Job Title: Education Registered Nurse**

**Department:** Education

**Reports To:** Assistant Executive Director of Education

### **Position Summary, Purpose and Distinguishing Features:**

An Education Registered Nurse works in the school setting who strengthens and facilitates the educational process by improving and protecting the health status of the students. The major focus of school nursing services is the prevention of illness and disability, and the early detection and correction of health problems. The Education Registered Nurse is uniquely qualified in preventive health, health assessment, and referral procedures.

### **Essential Job Functions:**

- Obtains a health and developmental history for each student.
- Observes students for development and health patterns in making a nursing assessment and nursing diagnosis.
- Identifies health findings, which do not fall within the normal range.
- Shares the health status of students to school personnel within the privacy guidelines and regulations.
- Provides ongoing health information to students, parents, school personnel and health agencies within the privacy guidelines and regulations.
- Recommends and helps to implement modifications of school programs to meet students' health needs.
- Utilizes existing health resources to provide appropriate care of students.
- Maintains, evaluates, and interprets health data to accommodate individual needs of students.
- Participates as the health specialist on the child education evaluation team to develop the health individualized educational plan (I.E.P.) as needed.
- Plans and implements school health management protocols for any child with chronic health problems, including the administration of medication.
- Conducts fire drills and maintains log.
- Develops procedures and provides for crises intervention for acute illness and injury.
- Promotes and assists in the control of communicable diseases through preventive immunization programs, early detection, surveillance and reporting of contagious diseases.
- Recommends provisions for a school environment conducive to learning.
- Engages in research and evaluation of school health services to act as a change agent for school health programs and school nursing practices.
- Assists in the formation of health policies, goals and objectives for The Arc of Orange County's Education Department.
- Responsible for maintaining and updating student health records.

- Helps develop/revise school health policies, procedures and standing orders.
- Reviews, revises and implements emergency policies, including in-service health and safety programs for school personnel.
- Prepares and maintains first aid kits and emergency bags for assigned building.
- Reports regularly in writing to the Assistant Executive Director on school health activities.
- Implements the school medication policy and procedure.
- Interprets school health services to school personnel as directed by Assistant Executive Director.
- Plans, implements, and supervises school health screening programs in accordance with state and agency requirements and recommendations. Provides follow-up services when needed.
- Encourages parents to maintain current immunization protection as recommended by the county.
- Maintain a private area for assessment/counseling, with proper ventilation, lighting, heat, telephone, filing, and resource materials.
- Maintain supplies and equipment for the nurse's office.
- Set up a daily log to list those students who visit the nurse's office, or need special attention.
- Review students' health records and inform school personnel of special health problems, possible school safety hazards. This is an excellent time to have handouts ready for the faculty in such areas as epilepsy, diabetes, etc.
- Plan to attend as many faculty meetings as possible. (This helps identify the school nurse as a member of the staff.)
- Keep lines of communication open between nurse and teachers, nurse and administration, nurse and parents.
- Prepare reports monthly/yearly. It is extremely important to document school nursing activities. This documentation provides both the Assistant Executive Director and Site Supervisors with information to support the need for school nursing. A yearly report should summarize data in the monthly reports.
- Provide In-Service Training to Education staff, new employees during in house orientation, periodically as needed. Such In-Services could include:
  - CPR, First Aid
  - Handling and addressing chronic and acute conditions
  - Infection Control
  - Medication, Insulin and G-Tube administration, when course is needed
  - Tuberculosis, Blood Bourne pathogens and P.P.E. kits
  - Teaching or carrying out health or hygiene related programming
  - NYS regulations
  - Diabetes
- Adheres to agency policies and procedures including Code of Conduct.
- Performs other duties and assumes other such responsibilities as may be assigned by the Assistant Executive Director of Education.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

**Working relationships:**

Maintains working relationships with all education department staff, medical practitioners, parents/guardians of students in the program. Fosters a positive work environment and works cooperative with interdisciplinary team members for the paramount objective of fulfilling the mission of The Arc of Orange County.

**Qualifications, Knowledge and Critical Skills/Expertise:**

1. Valid NYS Registered Nurse License
2. Prior experience working with children with developmental/intellectual disabilities preferred
3. Comprehension, reasoning, making decisions, thinking creatively, and solving problems.
4. Ability to use a computer to process information; acquiring and evaluating, organizing and maintaining, and interpreting and communicating information.
5. Time management skills to complete tasks.
6. Flexibility, patience, resiliency, and a genuine desire to serve individuals of all abilities.

**Additional Requirements:**

1. Annual physical mandated.
2. Employee is responsible for updating physical within required time limits.
3. Annual flu shots are required in accordance with Orange County Department of Health.
4. PPD vaccinations are required.

**Language/Communications Skills:**

1. Basic English language skills: reading, writing, speaking, and knowing arithmetic and mathematical concepts with which to adequately and effectively perform job duties and responsibilities.
2. Ability to negotiate, exercise leadership, work with a diverse population, teach new skills, serve individuals, and participate as a team member.
3. Ability to understand, interpret, convey, and implement instructions and directions.

**Environmental Conditions:**

1. Fast-paced.
2. Standing/Walking/Mobility: Must be able to stand to operate equipment; mobility to embark and disembark from equipment 75—100%.
3. Must be able to work in an environment that includes, but is not limited to noise, cold, heat and odors 75-100%.
4. External Conditions: Must be able to work in a position requiring exposure to weather conditions 25-49%.
5. Must be able to work in a position requiring exposure to hot, cold, humid, wet, or windy weather conditions.

**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. While performing the duties of this job, the employee is regularly required to:

1. Stand; walk; use hands to finger, handle or feel; reach with hands and arms; talk or hear; and smell
2. Occasionally required to bend/stoop, kneel, squat, crouch, crawl, push/pull, reach above and below shoulder level frequently and move about quickly.
3. Occasionally required to sit, lift and/or move more than 100 pounds, frequently lift and/or move up to 50 pounds, and regularly lift and/or move up to 25 pounds.
4. Ability to transfer individuals independently, with a mechanical lift or with the assistance of another staff person.
5. Adequate vision and hearing ability, with or without correction, to be constantly aware of, detect, and able to respond to needs of children served, including when not in immediate vicinity. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
6. Exposed to bites, kicks, punches, spitting and other physical behaviors of children.
7. Fingering/Grasping/Feeling: Must be able to write, type, and use office and/or other equipment and handle materials 75-100%.
8. Daily computer operation at workstation up to one hour at a time, requiring sitting, viewing screen, and operating keyboard and computer mouse.

**Americans with Disabilities Act:** Reasonable accommodations will be made in compliance with the Americans with Disabilities Act of 1990, and ADAAA of 2008.

**Occupational Safety and Health Act:** Exposed to human body fluids, and airborne agents; household chemicals; outdoor weather conditions. May be exposed to contagious diseases including but not limited to HIV and Hepatitis B.

This job description will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

**EEO**

I acknowledge that I have received a copy of the job description for the position I am being offered as an Education Registered Nurse. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that I should review the job description with my supervisor.

I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or Program without it being specifically included in the job description. I understand that the job description is to be used as a guide and that I will be responsible for performing other duties as assigned.

I further understand that this job description does not constitute an employment contract with The Arc of Orange County.

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Executive Director

\_\_\_\_\_  
Date