



REGISTERED NURSE

Classification: Registered Nurse

Location: Assigned School(s)

Reports to: Nursing Supervisor

FLSA Status: Non-Exempt

Employee Group: ELNA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the position change.

Part I: Position Summary

Provides student care for illnesses, injuries, medications and procedures and/or delegates tasks as appropriate. Provides health counseling, education, and referrals for students, family and staff to help promote good health practices. Monitors health and safety concerns, e.g., crisis/disaster planning. Summarizes medical history, often from prenatal to present. Identifies problem areas for special needs students. Provides guidance to other staff who provide health services to students as a result of assignment or delegation by the RN.

Part II: Supervision and Controls over the Work

Part III: Major Duties and Responsibilities

Duties may include, but are not limited to the following:

1. Develop and implement individual health care plans for students with critical health care needs; complete or delegate health services tasks associated with these plans.
2. Triage, assess and address student and/or staff illnesses and injuries, including administering medications, first aid and CPR, consistent with State laws and regulations.
3. Delegate administration of medications to the extent appropriate under State law/regulations; monitor medication administration by other school staff; and administer medications when required by the situation and student health needs.
4. Monitor student health records and data, including immunizations, documentation of medication administration, confidential documents and State reports.

5. Manage health screening programs, including vision, scoliosis and communicable disease control.
6. Perform nursing assessments and develop and implement IEPs when required by law; participate on IEP teams as needed.
7. Work as a member of a team with other nurses and health services staff to coordinate and carry out services.
8. Provide training and support to staff involved in health services delivery.
9. Be a resource person for instructional staff and students concerning dental, nutrition, HIV/AIDS, growth and development, and other health-related topics.
10. Make appropriate health referrals based upon knowledge of available community resources.
11. Alert appropriate staff regarding student medical concerns.
12. Use computers and related technologies.
13. Collaborate with staff and parents in advocating for children.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Valid Washington State Registered Nursing License (RN).
3. Must maintain current First Aid/CPR certification.
4. Knowledge of health care and nursing techniques and principles, including pharmacology; state and federal regulations affecting RN and school RN responsibilities and licensure; basic record keeping processes, including alpha-numeric filing systems.
5. Knowledge of, and ability to work with, student IEPs (Individual Education Plans) and to contribute as needed to Multi-Disciplinary Teams (MDTs) and/or Section 504 processes.
6. Ability to delegate health service tasks consistent with State law and regulations.
7. Knowledge of communicable diseases and ability to report such diseases to appropriate municipal and governmental agencies.

8. Skills in assessing the physical and emotional needs of students; skills for keyboarding, data entry and word processing.
9. Ability to administer first aid and CPR; administer medications to students, and knowledge of attendant laws and policies for dispensing, delegating medication administration and control of medications.
10. Ability to respond consistently and appropriately to all students in a calm, reassuring and nurturing manner.
11. Ability to plan and provide effective training to staff members assigned with delegated and other health care duties.
12. Ability to learn and operate microcomputers and software system; remain flexible to changing situations; prioritize duties, organize activities and work independently; communicate tactfully and effectively, both orally and in writing; follow and give written and oral instructions; handle confidential matters and information in a professional manner; establish and maintain effective working relationships with a variety of people from diverse backgrounds.

Part V: Desired Qualifications

1. Bachelor's degree.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment 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.

The employee must lift and/or move 25 to 50 pounds, and may assist, move, or retrain students with greater weight when required to assist students or intervene in student safety issues.

While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

It may be expected that the individual could be exposed to blood or other potentially infectious materials or illnesses during the course of their duties. The noise level in the work environment is usually moderate but can be loud on occasion.