

TITLE: School Nurse

REPORTS TO: Superintendent

FAIR LABOR STANDARDS ACT (FLSA): Exempt.

QUALIFICATIONS:

1. Valid license with Oregon State Board of Nursing.
2. Submit to a criminal history check as required by the school district.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
4. Must be proficient in English both oral and written.

JOB GOAL: To fulfill the district's legal mandate to coordinate and provide professional nursing services (ORS 336.201) and to ensure equitable educational access, particularly for students with special healthcare needs. This role focuses on expert clinical consultation, delegation, and supervision of unlicensed assistive personnel (UAP) for specialized care management across the K-12 population.

PERSONAL QUALITIES:

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

TIMELINESS

1. Manages time properly.
2. Returns requests for information by the date and time specified.
3. Attends all meetings as required; attends in a prompt manner and remains throughout the meeting.
4. Arrives on time and work scheduled hours.
5. Notifies the building administrator in the event of illness.
6. Promptly informs the building administrator of problems that need attention.

GENERAL AND CLINICAL DUTIES (Coordination, Delegation and Compliance):

A. Clinical Consultation and Case Management (Medically Complex Care):

1. Serve as the clinical leader responsible for coordinating all school nursing services provided to individual students.
2. Perform professional nursing services that conform to the standards for the nursing profession in the school setting.
3. Conduct a nursing assessment to determine the appropriate level of nursing service (acuity) required for any student with specialized health needs, including medically complex students, in compliance with ORS 336.201 mandates.

4. Develop, evaluate, and revise individualized care plans, including **Health Management Plans (HMPs)** and **Emergency Action Plans (EAPs)**, often serving as attachments to a student's IEP or 504 plan.
5. Serve as a case manager and liaison between the medical community, the academic setting, and the student/family.
6. Consult with staff concerning 504 plans and IEPs, ensuring related services, including nursing care, are available for students with disabilities to access their education. Attend IEP and 504 meetings, as needed.

B. Delegation and Supervision (Specialized Procedures, including Feeding Tube Management):

1. Maintain sole responsibility and accountability for the decision to delegate (or refuse to delegate) specialized tasks of nursing care, in compliance with the Oregon Nurse Practice Act (NPA) Division 47 standards.
2. Delegate nursing procedures, such as **feeding tube management/medications via feeding tube**, only after performing a nursing assessment and determining the student's condition is stable and predictable.
3. Provide initial direction and teach the delegated procedure, ensuring that **Unlicensed Assistive Personnel (UAP)** are willing and competent to safely perform the procedure.
4. Provide and maintain clear, written procedural guidance for the delegated tasks, including specific steps, signs/symptoms to observe, and guidelines for emergencies.
5. Provide periodic inspection, ongoing clinical supervision, and re-evaluation of all delegated tasks (including tube feeding), reassessing the student's condition and observing the caregiver's competence at an interval no greater than **every 180 days**.

C. Health Education and Program Management:

1. Provide or direct staff to necessary medical training, adhering to legal requirements for teaching non-injectable medication administration (using ODE-approved training) and teaching for anticipated emergencies (TAE), such as epinephrine or glucagon administration.
2. Act as a consultant to help maintain all immunization records and coordinate with the local public health authority (LPHA) regarding immunization compliance and communicable disease prevention efforts.
3. Contribute to the Annual School Nurse Report by determining student acuity levels and submitting required data to the Oregon Department of Education (ODE).
4. Oversee the school district's health screening program (e.g., vision and dental screenings) and coordinate follow-up procedures.
5. Serve as an advocate for student academic access in regards to health status, providing expert clinical consultation to overcome health-related barriers to education.
6. Maintain documentation of nursing practice in a timely, accurate, thorough, and clear manner, adhering to Oregon Nurse Practice Act standards (Division 45) and FERPA requirements.
7. Follow all District policies and those contained in the appropriate district handbook.
8. Assumes other duties as assigned by the Superintendent.

Physical Qualifications: 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. If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.

Terms of Employment: The School Nurse may be employed for up to 10 months per year. Wage and benefits as negotiated with the Board of Directors.

Mandatory Child Abuse Reporting

As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

Evaluation: Performance of this position will be evaluated annually. Note that evaluation of the nursing process or clinical skills must be conducted by a licensed nurse or through an accredited nursing education program.

Reviewed by: _____ **Date:** _____