QUALIFICATIONS:

1. Valid license to practice as a Registered Nurse in the State of Ohio.
2. Two years experience in Pediatric, Public Health or School Nursing.
3. Valid Ohio School Nurse Certificate/License.

REPORTS TO:

Executive Director of Pupil Services or his/her designee

PERFORMANCE RESPONSIBILITIES:

1. Collaborates with school staff, clinic aides, district nurses and school physicians in developing and implementing a total school health program.

2. Delegates nursing tasks to designated staff in accordance with Ohio’s Nurse Practice Act, documents and maintains records of clinical training.

3. Consults with clinic aides as needed to problem solve clinical issues and student, parent or staff concerns.

4. Determines annual health status of students from emergency medical card information, past pertinent health history, student observation, consultation and compiles annual confidential student health concerns for staff.

5. Assures that health screenings and referrals mandated by the State and District Policy are completed either by the aide or building nurse.

6. Utilizes professional knowledge and skills to personally assess or gather information from school staff to evaluate the signs and symptoms of student illness or injury, provides or recommends appropriate nursing interventions, and refers staff or students for medical or dental follow-up.

7. Provides health counseling to students and staff, and refers to physicians, mental health counselors and agencies after consultation with building administration.

8. Documents and communicates to appropriate school staff, the nature of a student’s injury, illness, or special health care need, and offers recommendations for classroom management.
9. Participates in the identification, reporting and management of students suspected of
   being abused or neglected.

10. Assists in the administration and monitoring of student medications and treatments
    according to District Policy, and Ohio Law.

11. Obtains consent and administers Hepatitis-B vaccines to District employees, and
    maintains records according to District Policy and OSHA requirements.

12. Prepares student individual health care plans, and as requested attends 504/IEP meetings
    for students with medical health care needs.

13. Participates in the medical evaluation and school management of special education and
    medically fragile students.

14. Follows State, County and City Health Department guidelines for control and
    management of communicable diseases in consultation with the District Physician as
    needed.

15. Promotes environmental health and safety for staff and students.

16. Prepares and submits required State, Local and District Health reports.

17. Participates in Professional Development through attendance at appropriate District and
    Nursing conferences.

18. Provides students with preventative health education opportunities.

19. Provides medication training to medically unlicensed staff.

20. Assures compliance with District Policy and Ohio immunization laws through
    appropriate referral to physicians and health care facilities for immunizations.

21. Assures compliance with District Policy and State laws regarding student immunizations,
    exemptions, and exclusions by assessing documenting, and maintaining the status of all
    student immunization records.

22. Serves as a liaison between school administrators, school staff, community physicians,
    health care agencies and the student/family regarding health issues.

23. Provides educational inservice/training to clinic aides annually or as needed.

24. Responds to inquiries from principals, student, staff and parents following District
    guidelines regarding health issues.

25. Other duties as assigned by the Superintendent or his/her designee.
CONDUCT:

Each staff member shall remain free of any alcohol or nonprescribed controlled substance and abuse of any prescribed controlled substance in the workplace throughout his/her employment in the District.

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has a legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.

TERMS OF EMPLOYMENT: Days and Salary as per Negotiated Agreement

The Dublin City School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.

Revised: 9/8/05
Revised: 1/15/2010 bca