

Medina Valley Job Description School Year 2021-2022

Job Title:	Registered Nurse (RN)	Wage/Hour Status:	Exempt
Reports to:	Principal	Pay Grade:	Educator
Dept/Division:	Assigned Campus	Contract Days:	187

Primary Purpose:

Implement comprehensive program of health services for campus. Provide health services to students. Promote health education and preventive health practices for students.

Qualifications:

Education/Certification:

Graduate of an accredited professional nursing education program
Valid registered nurse license to practice professional nursing in Texas from the State Board of Nurse Examiners
Certified by Texas Department of Health to conduct vision and hearing screening
CPR certification in last two years
Health care provider card

Special Knowledge/Skills:

Knowledge of health appraisal to identify student health defects
Strong organizational, communication, and interpersonal skills
Ability to implement policies and procedures

Experience:

Two years nursing experience, preferably in community health, pediatric or family health

Major Responsibilities and Duties:

Nursing Services:

1. Provide temporary and emergency care for sick and injured students or staff according to district policy and procedures.
2. Serve as health advocate for students.
3. Notify parents of accident or illness and secure medical care for students in emergency cases if parents or emergency contact cannot be reached.
4. Coordinate management system to administer medications to students at school. Administer medications according to district policy and procedures.
5. Perform tube feeding, urinary catheterizations and other medical procedures within the scope of a registered nurse's practice.

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6. Perform screening procedures as required by Texas Department of Health, Texas Educational Agency, and district policy. Make referrals as necessary.
7. Develop and coordinate continuing evaluation of campus health program and make changes based on findings.
8. Maintain confidentiality of all health information and records.

Instruction:

9. Participate in development of campus health education curriculum and provide health education to individuals and groups.
10. Provide health counseling and instruction to individual students.

Consultation:

11. Serve as health liaison between school, physicians, parents, and community.
12. Assess student problems and make appropriate referrals working with students, teachers, parents, and medical and health care professionals as needed.
13. Participate in Admission, Review, and Dismissal committee, crisis team, and school committees.
14. Participate in assessment and reporting of suspected child abuse.
15. Make home visits to help with student health problems as necessary with permission of principal.
16. Communicate regularly with principal and health services coordinator regarding health services issues.

Administration:

17. Assist as needed in developing and enforcing procedures for the administration, safety, and security of medications, first aid or health supplies, and equipment.
18. Review and evaluate immunization records.
19. Enforce procedures to ensure proper program administration according to district policy.
20. Supervise and train nurse aide(s) in clinic procedures and responsibilities according to district policy.
21. Compile, maintain, and file all physical and computerized reports, records, and other documents required, including clinic records and accurate, updated health records on all students.
22. Requisition supplies and equipment needed to maintain clinic inventory.

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- 23. Strictly comply with policies established by federal and state laws, Texas Department of Health rule, State Board of Education rule, and board policy in health services area.
- 24. Report potential health and safety hazards to principal.
- 25. Strictly comply with all district and campus routines and regulations.

Professional Development

- 26. Maintain certification in CPR, vision and hearing screening, and as a health screener.
- 27. Model behavior that is professional, ethical, and responsible.
- 28. Perform other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard medical clinic equipment including automated external defibrillator (AED); special needs adaptive equipment; standard office equipment including computer and peripherals

Posture: Frequent standing, sitting, kneeling/squatting, bending/stooping, pushing pulling, and twisting

Motion: Frequent walking, grasping/squeezing, wrist flexion/extension

Lifting: Frequent light lifting and carrying (less than 15 pounds); may require regular heavy lifting (45 pounds or more) and position of students with physical disabilities; controlling behavior through physical restraint, assisting non-ambulatory students

Environment: Exposure to biological hazards, bacteria, and communicable diseases

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

**Adapted from Recommended School Health Staff Roles published by the Texas Department of Health School Health Advisory Committee, January 14, 2013.*

Medina Valley ISD does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age disability, military status, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ **Date:** _____

Reviewed by: _____ **Date:** _____

Approved by: _____ **Date:** _____

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