



## PASO ROBLES JOINT UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

Position: **Health Services Specialist/Registered Nurse**

Classification: Classified

Reports to: Site Administrator, District Nurse

Work Year: 11 months/209 days (Calendar C)

Salary: Classified Salary Schedule #3

Range: 42

**DEFINITION:** Under the administrative direction of an assigned supervisor and under the clinical supervision of the district nurse, provides specialized health care and assists the nurse in managing the mental and physical health conditions of students.

**ESSENTIAL FUNCTIONS:** *This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.*

- Under supervision provides management of student medication; evaluate student's physical/mental health to assess medication efficacy, side effects and adverse reactions. Under the direction of the school/public health nurse collaborate with teachers, parents and physicians concerning side effects and adjustments. Obtain physicians orders for medication needed at school and requests refills.
- Provide assessment, treatment and evaluation of students with diabetes; perform calculations of insulin dosages according to regular and sliding scale adjustments and administer insulin. Teach independent living skills including insulin management, administration and evaluation of blood glucose levels to students and families of students with diabetes according to Individualized Health Care Plans.
- Provide individual health counseling to students who need information and referrals concerning reproductive health, menstrual cycle, birth control, sexually transmitted diseases, and pregnancy.
- Completes follow-ups of student health problems identified during vision, hearing, scoliosis, diabetic, dental and nutritional screenings. Explains medical condition to parents; refers for further evaluation and provides a follow-up to assure medical management has been completed.
- Participate in management of classroom discipline; in collaboration with the school/public health nurse and classroom staff, develop, implement, evaluate and revise student behavioral management plans.
- Evaluate the environmental health and safety of the school site, make recommendations and confer with appropriate school personnel.
- Evaluate and counsel students in areas related to hygiene, sleep habits, drug and alcohol abuse, fitness and nutrition.
- Accompany probation/truancy/staff to home visits of habitually absent students needing medical intervention. Complete health history, physical assessment, and make referrals as needed.
- Provide specialized health care procedures to students following an Individualized Health Care Plan (IHCP) that has been developed by the school nurse/Public Health Nurse. Specialized health care in the IHCP may include but not limited to the following: gastric tube feedings, diabetic testing, catheterization, tracheostomy care, suctioning, and oxygen therapy.
- Under direction of school nurse/PHN teaches specialized health care procedures according to Individualized Health Care Plans to LVN or unlicensed assistive personnel.
- Under the direction of the school nurse/public health nurse, perform the following: identify, assess, monitor, address and evaluate students with health-related needs, confer with parent/care provider/physicians/teacher to develop a school health care plan, communicate verbally and in writing to the site staff the health care plan and accommodations needed by the student.



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- Assist the school/public health nurse during health screenings and in providing the following; first aid, monitoring and notification of student health issues, reviewing emergency forms for completion and follow-up, obtaining, reviewing and filing of records, and basic report preparation.
- Maintain student records and files and prepare routine reports related to completion of health procedures, medications administered, IEP's, and assigned activities; prepare and maintain medical records for students with special needs.
- Assist a special education teacher with implementation of the MOVE program (Mobility Opportunities Via Education/Experience): assist students to develop small muscle coordination, gross and fine motor skills to reach their goals and objectives.
- Communicate with teacher, nurse, staff, administrators, parents and others to exchange information and resolve issues or concerns.
- Collaborate with the school/public health nurse and/or the healthy families coordinator to assist families in obtaining health insurance.
- Review student immunization health records and assist families to assure compliance with immunization laws.
- Monitor inventory of classroom and medical supplies including first aid kits and nursing informational flyers and forms; assist in ordering, receiving and maintaining appropriate inventory levels of supplies as assigned.
- Assist students in accessing basic needs including arranging or providing transportation to medical/dental appointments; referrals for housing, food and clothing.
- File SCAR (Suspected Child Abuse Report) with Child Welfare Services when appropriate.
- Participate in field trips and supervise students in the break areas or bus loading.
- Perform other related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

- Child/adolescent development and guidance principles related to disabled and/or at-risk youth including family and community involvement.
- Problems and concerns of disabled and/or at-risk students.
- Basic subjects and instructional methods taught in PRJUSD programs, including mathematics, English, language and reading.
- Medication management of children and adolescents.
- Specialized health care procedures and crisis intervention techniques.
- First aid and CPR procedures.
- Record keeping and report preparation techniques.
- Safe practices in classroom, therapeutic and physical activities.
- Universal precautions in handling blood or body fluids.
- Nursing best practices
- Assist the classroom teacher in the implementation of Individualized Education Plans (IEP), and specialized health care procedures.
- Identify, assess, monitor, treat and evaluate the physical and mental health of students recognizing when to notify the school/public health nurse of conditions that may require additional intervention.



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- Remain calm and respond appropriately in stressful or emergency situations.
- Establish and maintain cooperative and effective working relationships with others while using interpersonal skills of tact, patience and courtesy.
- Demonstrate a professional, patient and caring attitude toward students, parents and staff.
- Provide health teaching and counseling to students, staff and parents.
- Work with frequent interruptions.
- Observe health and safety regulations and reporting requirements.
- Communicate effectively both verbally and in writing.
- Demonstrate interpersonal skills using tact, patience and courtesy.
- Maintain regular and reliable attendance.

### **EDUCATION AND EXPERIENCE:**

- High School diploma or equivalent
- Completion of all coursework in good standing from an accredited college or university required for that institution's school of nursing;
- one year experience working in the health care field.

### **LICENSES AND OTHER REQUIREMENTS:**

- Current California RN license in good standing.
- Valid California Driver License
- Valid First Aid and CPR Certificate issued by an authorized agency.
- Incumbents must obtain specialized health care training given by the school/public health nurse within 90 days of employment.

### **ENVIRONMENT:**

- Classroom, itinerant, and office environment.
- Subject to emergency medical situations.

### **PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate specialized medical equipment
- Seeing to read a variety of materials and monitor student health conditions
- Hearing and speaking to exchange information
- Bending at the waist, kneeling or crouching to assist students.
- Reaching overhead, above the shoulders and horizontally
- Walking on uneven terrain
- Sit in low chairs or on the floor
- Climb stairs
- Sitting or standing for extended periods of time
- Physical ability to lift 45 pounds from floor to waist
- Physical ability to lift 25 pounds from waist to shoulder
- Physical ability to lift 23 pounds from shoulder to overhead
- Physical ability to carry 23 pounds



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- Physical ability to push 48 pounds
- Physical ability to pull 75 pounds
- Physical ability to position a student who may weigh 150 pounds or more, to conduct two-person lifts, and to manipulate wheelchairs and orthopedic devices such as lifts, slings, etc.

### **HAZARDS:**

- Potential for contact with blood and other body fluids, which may contain Bloodborne pathogens and communicable infectious diseases.
- Contact with dissatisfied or abusive individuals.
- Potential exposure to verbal abuse and aggressive behaviors (hitting, biting, scratching, kicking, etc.)