

Carson City School District Job Description: Clinical Procedure Nurse

Job Title: Clinical Procedure Nurse

Location: School Site or Department

Reports To: Principal, Chief Nurse, or Designee

FLSA Status: Non-exempt

Prepared By: Associate Superintendent of Human Resources

Prepared Date: 12-23-2019

General Job Description:

Under general supervision of the Chief Nurse, the primary role of the Clinical Procedure Nurse is to promote the health and well-being of students, thereby facilitating student success and achievement. The Clinical Procedure Nurse implements the health services programs at Carson City School District school sites. Health services are provided to both general and special education students as mandated under federal and state laws. This person will be expected to adhere to the Standards of School Nurse Practice, Nevada Revised Statutes, Nevada State Board of Nursing Advisory Opinion and Standards for Licensed Employees and report directly to the appropriate school site administrator (NRS 632 and 391; NSBN).

Experience or training required:

Knowledge of: Basic first aid, CPR/AED, and Universal Precautions.

Ability to:

- Attend and successfully complete annual medication assistance training and tests.
- Prepare, organize, and maintain accurate health records or reports.
- Interpret health and safety standards.
- Identify and prioritize health-related incidents.
- Learn, explain, and apply procedures.
- Learn and apply laws, rules, and regulations relating to health activities.
- Maintain security of confidential information.
- Administer emergency medication (glucagon, epi-pen) pursuant to the State Board of Nursing requirements after receiving required training.
- Learn to use computers and software applications related to the health office.
- Determine when to act independently and when to refer medical situations to an administrator.
- Work cooperatively with employees, students, parents/guardians, and other medical personnel.
- Recognize and report hazards and apply safe work methods.
- Possess physical and mental stamina commensurate with the responsibilities of the position.

Any combination of training, education, and experience, which demonstrates an ability to perform the duties of the position:

- Completion of a 2-year Registered Nurse Degree in Nursing from a National League of Nursing (NLN) accredited college or university.
- Experience working with school-aged children.

Licenses or Certificates required:

Possession of a high school diploma or equivalent certificate, a valid driver's license issued by the state of residence, and an original Social Security Card.

- Must possess, or be able to acquire, a license from the Nevada State Board of Nursing
- Current First Aid certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment. Certification training must be in person and include a hands-on component. Online courses will not be accepted.

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- Current Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted.

Essential Job Functions:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented:

- Implements a comprehensive student health program.
- Assesses and evaluates the health and developmental status of students for the purpose of identifying physical disorders and other factors affecting the learning process, communicating with the primary care provider, and contributing significant information in order to modify the student's individualized educational health plan.
- Conducts health screenings as required by law; e.g., hearing, vision, scoliosis, height, weight.
- Interprets student health assessment information for students, parents/guardians, and school staff, as appropriate.
- Maintains student health records.
- Complies with public health authority mandates regarding communicable disease management and reporting.
- Complies with state and federal law regarding reporting of suspected child abuse.
- Performs and coordinates specialized medical procedures for medically fragile students, per appropriate licensed health care provider orders.
- Facilitates the provision of student medication at school, per appropriate licensed health care provider orders, in compliance with district regulation and procedures.
- Provides training and on-going monitoring of unlicensed district personnel involved in the delivery of student health services, in accordance with district and state requirements.
- Provides individual and classroom instruction in accordance with departmental and state requirements.
- Provides nursing assistance in schools during community/district-wide disasters, as able.
- Consults with parents / guardians, school staff and community resources regarding student health needs.
- Collaborates professionally with administrators, students, staff, parents/guardians, and community representatives.
- Participates in meetings, seminars, and conferences and serves on committees, as appropriate.
- Participates in other job-related duties and activities related to position, as assigned.
- Must comply with IEP and 504 plans.
- Must be able to collaborate with other staff members, parents/guardians, and community partners in a positive, friendly and approachable manner.
- Performs other tasks related to the position as assigned.

Physical Demands and Working Conditions:

Strength: Heavy Work-Lifting, carrying, pushing or pulling 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds. Incumbent must be in good physical condition and must take a physical examination at the District's expense. Incumbent will have the option of the Hepatitis B Virus (H.B.V) vaccine at the District's expense. Frequent walking, sitting, standing, pushing, pulling, climbing, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Vision: Frequent near acuity and depth perception; occasional far acuity. Vision to read printed material, a VDT screen, or other monitoring devices. Some of the equipment/supplies used to perform tasks: thermometers, splints, first aid supplies, catheters and other

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drainage tubes, blood glucose monitoring supplies, blood pressure cuff, stethoscope, instalines, (vision screening), audiometers (hearing screening), computers, telephones, copy machines, etc.

Environmental Conditions:

Climate controlled school setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods. Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and office equipment and machinery (as related to specific assignment).

Salary Range:	Refer to current CESA Salary Schedule (Plus employer paid benefits and retirement)
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When applying for a position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

Notice of Non-Discrimination: The Carson City School District does not discriminate against any person on the basis of race, color, national origin, sex, disability, age, or on any other basis protected by state or federal law, and it provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the District’s non-discrimination policies: Title IX and 504 Coordinator, 1402 W. King Street, Carson City, NV 89703, (775) 283-2130.