



## Red Oak Independent School District

### School Nurse Substitute (RN)

---

**Job Title:** School Nurse Substitute (RN)\*

**Wage/Hour Status:** Non-Exempt

**Reports to:** Director of Health Services/ Principal

**Pay Grade:** See Job Description

**Dept:** Assigned Campus

**Date Revised:** 8/2020

---

#### Primary Purpose:

Implement district health services program to best meets the needs of the student population on the assigned campus. Provide health services to students and staff. Promote health and safety education for students and preventive health practices for students.

#### Qualifications:

##### Education/Certification:

Graduate of an accredited professional nursing education program

Valid registered nurse license (RN) from the Texas Board of Nursing

Current automatic external defibrillator (AED) and cardio pulmonary resuscitation (CPR) certificates

##### Special Knowledge/Skills:

Knowledge of health appraisal to identify student health defects

Ability to implement policies and procedures

Knowledge of basic first aid

Proficient keyboarding and file maintenance skills

Ability to write routine reports and correspondence

Strong organizational, communication, and interpersonal skills

##### Experience:

2 years of nursing experience

#### Major Responsibilities and Duties:

##### Nursing Services

1. Provide direct care using professional assessment skills, the nursing process, individualized healthcare plans (IHPs), and established school health protocols. Provide health counseling and instruction to individual students.
2. Assess student problems, communicate with parents regarding individual students, and ensure appropriate referrals and follow up as needed. Notify parents of accident or illness. Secure emergency medical care for students as needed.
3. Implement individualized healthcare plans (IHPs) and evaluate outcomes of skilled and direct nursing care and procedures for medically fragile students to ensure safe integration of the student into the school environment.



## **Red Oak Independent School District**

### **School Nurse Substitute (RN)**

---

4. Serve as health advocate for students.
5. Ensure that medications are administered to students according to district policy and procedures.
6. Implement effective procedures for carrying out mandatory screening programs.

#### **Instruction**

7. Participate in use of campus health education curriculum, educate faculty and staff as needed on health-related topics, and provide health education to individuals and groups including contributing to campus communications to parents and the local community regarding health issues.

#### **Consultation**

8. Collaborate closely with campus principal and other staff and provide leadership to ensure a healthy school environment. Work to meet the health needs of the general school population and those students with identified health conditions.
9. Work with district personnel regarding implementation of IEP goals and services.
10. Advise campus administration in crisis or emergency situations and participate in assessment and reporting of suspected child abuse.

#### **Administration**

11. Supervise unlicensed diabetes care assistants, other unlicensed assistive personnel, or other school personnel who have responsibility for assisting students with health needs.
12. Compile, maintain, and file all reports, records, and other documents required, including clinic records and accurate and confidential student health records such as immunization records, medication administration records, individual student treatment records, and IHPs.
13. Request supplies and equipment needed to maintain clinic inventory.
14. Comply with policies established by federal and state laws, Texas Department of Health rule, State Board of Education rule, and board policy. Comply with all district and campus routines and regulations.
15. Report potential health and safety hazards to principal.

#### **Professional Development**

16. Maintain professional nursing skills and knowledge as required by the Texas Nurse Practice Act and the Texas Board of Nursing including certification for mandated screenings and Basic Life Support for Healthcare providers (CPR/AED).



## Red Oak Independent School District

### School Nurse Substitute (RN)

---

#### Customer Care Skills

17. Provide professional communication with students, parents, community members, staff, and other professionals at all times.
18. Use proper phone etiquette at all times, speaking slowly and clearly. Take reliable messages, and route to the appropriate staff.
19. Ensure superior customer care skills are used via eye contact, facial expressions, voice inflections, body language, and an attitude of “going the extra mile” for others.
20. Ensure all requests for information are dealt with in an appropriate timeframe.
21. Create and maintain a welcoming, service-oriented environment toward all internal and external customers.

#### 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.*

#### RN Substitute Pay Rates:

\$150 per day

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.

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

Received by \_\_\_\_\_

Date \_\_\_\_\_