

## **LA MESA-SPRING VALLEY SCHOOLS**

### **CLASS TITLE: NURSE FACILITATOR**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, provides a variety of health services to assigned students; develops emergency care plans and individual health plans; complies with laws relating to student health, including parental and guardian consent; assesses the health needs of students; provides appropriate care for ill, medically fragile and/or injured students; provides health information and serving as a resource to teachers, staff, and administrators; identifies health problems for referral for proper treatment; maintains a variety of health related records and reports.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Assesses the physical and emotional health of children including student safety, abuse, physical, sexual, drug, health related issues; identifies problems and refers students for proper treatment and/or complying with legal requirements.

Assists students and their families with resolving health issues and facilitating health services; refers students and families to appropriate community resources for recommended health services; follow up with parents regarding health care referrals.

Communicates with students, parents, personnel and a variety of outside agencies to exchange information, coordinate activities and resolve issues or concerns; notifies teachers of student activity restrictions as required.

Conducts home visits as necessary; evaluates health and medical care requirements and refer to appropriate health services; drives a vehicle to various sites to conduct work.

Consults and coordinates with healthcare team members to assess, plan, implement, or evaluate patient care plans.

Coordinates and implements health and other screenings such as lice, vision, hearing, scoliosis, height/weight, migrant children's screening, sports physicals and dental screenings.

Develops care plans for students, emergency health care plans, emergency preparedness plans.

Maintains updated immunization records of testing; monitors immunization compliance and assist families with immunization compliance issues.

Monitors and documents health status and blood sugar levels of diabetic children; attends to the metabolic needs of diabetic individuals by providing care for hypoglycemic or hyperglycemic events; contacts parents with blood glucose levels outside normal limits.

Operates a variety of office equipment, a computer and assigned software.

Oversees the administration of medication; monitors student side effects and notify appropriate personnel and agencies as required; administers prescribed medications and injections according to physician orders and established District procedures as directed; monitors expiration dates and notify parents/guardians of expiring medications.

Performs specialized physical health care procedures; performs catheterizations, tube feeding, suctioning and other specialized physical health care procedures as required.

Prepares and maintains health logs, medications, and other records and files related to assigned activities.

Promotes a healthy lifestyle and acts as a resource to students, teachers, and other school personnel.

Provides a variety of health services to assigned students; examines students for illness, injury and medical emergency; administers first aid as necessary; provides emergency care as needed; assures optimal health of assigned students; assists in assuring related activities comply with established laws, codes, regulations, policies and procedures.

Provides training on a variety of health-related subjects including CPR, disaster preparedness, child abuse, health education, medication management, policies and procedures, substance abuse, growth and development, food allergies, STDs, hygiene and related health disorders.

Reports incidents such as student injuries at school, suspected child abuse, suspected substance abuse.

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Transports supplies and equipment to school sites and assure the availability of items as needed.

Utilizes a variety of health care instruments and equipment including thermometers, stethoscopes, blood pressure monitors and other medical devices; operates a variety of office equipment, a computer and assigned software.

#### **OTHER DUTIES:**

Attends and participates in meetings, in-service trainings, workshops and conferences.

Performs related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Health office and related medical practices, terminology, procedures and equipment.  
General registered nursing skills, practices and procedures.  
General identification, treatment and resolution of health problems.  
District policies and state regulations concerning immunization of school-aged children.  
IEP requirements.  
Accepted testing techniques for hearing, vision and scoliosis and other screenings.  
Proper operation of specialized health assessment instruments.  
General diagnostic methods for illnesses, injuries and medical emergencies.  
Applicable laws, codes, regulations, policies and procedures including HIPPA.  
Safe medication administration and side effects.  
Suspected child abuse or neglect reporting procedures.  
Specialized physical health care procedures.  
Health and safety regulations.  
First aid and CPR methods and procedures.  
Clean and sterile treatment techniques.  
Telephone techniques and etiquette.  
Medical procedures associated with special health care needs.  
Basic anatomy, physiology, and medical terminology.  
Operation of a variety of specialized medical equipment.  
Public health agencies and local health care resources.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Record-keeping and report writing techniques.  
Operation of a variety of office equipment, a computer and assigned software.

**ABILITY TO:**

Perform a variety of registered nursing activities and assessments in support of student health services.  
Serve as a technical resource to students, parents and staff concerning health services, issues, problems and related information.  
Prepare and maintain student immunization and health records and files.  
Refer students and parents to appropriate community resources for recommended health services.  
Observe health and safety regulations.  
Screen students for vision, hearing, scoliosis and other problems.  
Perform technical duties related to assigned components of the IEP program.  
Operate a variety of specialized medical equipment.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Compile and verify data and prepare reports.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.  
Screen and assess medical conditions of students.  
Administer first aid, CPR and medications according to established procedures.  
Perform specialized physical health care procedures.  
Calculate appropriate drug dosage amounts.  
Perform a variety of routine clerical duties.  
Plan and organize work.  
Work confidentially with discretion.  
Lift, reposition and move students safely.  
Complete tasks in an environment with constant interruptions.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in Nursing or related field and training, and/or experience which demonstrates ability to perform the required duties.

**LICENSES AND OTHER REQUIREMENTS:**

Successful passage of the District's job related-proficiency test.

Valid California Class C Driver's License and evidence of insurability.  
Valid California Registered Nurse License  
Valid First Aid and CPR certificate issued by an authorized agency.  
School Nurse Credential is desirable

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Health office environment.  
Driving a vehicle to conduct work.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information.  
Bending at the waist, kneeling or crouching to assist students.  
Reaching overhead, above the shoulders and horizontally to retrieve supplies.  
Sitting or standing for extended periods of time.  
Seeing to read a variety of materials and screen student health conditions.  
Pushing, pulling or repositioning students in wheelchairs.  
Lifting, carrying, repositioning students that need assistance.

**HAZARDS:**

Potential contact with blood and other body fluids.  
Potential contact with blood-borne pathogens and communicable diseases.  
Traffic hazards.

**FLSA Status**

Non Exempt

**Approval Date**

3/01/08, 9/28/17