

## **REGISTERED NURSE (SCHOOLS)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional nursing position involving responsibility for the maintenance of acceptable health standards, school health records and the emergency treatment of student and employee health issues and for performing related nursing services such as pupil health screenings and notification of defects and communicable disease control requiring judgment and skills. Incumbents may be required to provide school health services necessary for a disabled child to benefit from special education including continuous one-on-one nursing services. This position differs from the certified position of School Nurse-Teacher in that there is no responsibility for either classroom instruction or guidance. The work is performed under the general direction of a Coordinator of Health Services (Schools) or higher-level administrator. Supervision may be exercised over the work of clerical support staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Assists the School Physician in physical, visual and auditory screening examinations of students and employees;  
Administers first aid and emergency treatment to students and employees;  
Administers medication to students as prescribed according to school policies and procedures;  
Prepares and maintains health records for school authorities;  
Monitors student immunization records and ensures compliance with state and school requirements;  
Collaborates with teachers, administrators and parents to develop individualized health plans for students with specific health needs or disabilities;  
Monitors and manages chronic health conditions of students (e.g., asthma, diabetes, etc.);  
Assists at school immunization clinics;  
Arranges to transport sick or injured students or employees to hospital, home, doctor's or dentist's office in cases of emergency;  
Inspects the school facility, playground and cafeteria and reports on general safety and sanitary conditions;  
Orders, inventories and oversees the storage of first aid and related health supplies and equipment;  
Consults with attendance teachers, staff members and school nurse-teachers concerning a variety of health factors related to non-attendance and communicable disease;  
Attends and participates in staff meetings, trainings and professional development opportunities related to school health and wellness;  
Educates students and staff on health-related topics and promotes healthy habits;  
Prepares records and reports as required;  
May provide school health services necessary for a disabled child to benefit from special education including continuous one-on-one nursing services.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of nursing principles, practices and standards of care; skill in the application of nursing techniques and practices; working knowledge of New York State Education Department and Health Department regulations and mandates concerning health services in school districts; ability to understand and interpret rules and policies applicable to nursing assessments and care; ability to understand and follow technical, oral and written instructions; ability to communicate effectively, both orally and in writing; ability to maintain records and prepare reports; ability to get along well with students, teachers, parents and others; ability to plan and supervise the work of others.

**MINIMUM QUALIFICATIONS:** Possession of a valid license issued by the State of New York to practice as a Registered Professional Nurse.

**SPECIAL REQUIREMENT:** License to practice as a Registered Professional Nurse issued by the State of New York must be maintained throughout the course of employment in this title.