Finneytown Local School District
Job Description

POSITION: Substitute District Nurse

REPORTS TO: Director of Student Services

JOB PURPOSE: To coordinate the District's health services by promoting, protecting, maintaining, and improving the health status of students through the cooperative efforts of the students, family, physician, school personnel and community.

QUALIFICATIONS:

- Associate's or bachelor's degree in nursing (A.D.N./RN)
- RN or LPN nursing license issued by the State of Ohio
- Current CPR certification
- Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations.
- Verbal, written and electronic communication skills needed to write reports, effectively present information and respond to questions from administrators, staff members, families and the general public.
- Ability to calculate figures and amounts.
- Ability to solve practical problems.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Excellent organizational skills.
- Such alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate
- Satisfactory BCI and FBI Criminal Background checks

PERFORMANCE RESPONSIBILITIES:

1. To work cooperatively with building administrators and oversee the health aides in the daily operation of the health rooms in the schools in the absence of the district nurse.
2. To use health services as a means of direct and indirect health education.
3. To provide information and guidelines to school personnel regarding health promotion and problems of students.
4. To maintain confidential school health records in accordance with state and federal requirements.
5. To cooperate with school personnel in identifying and meeting social, emotional, and physical needs of school children.
6. To recognize communicable disease; knowledge of signs, symptoms, and treatments as specified by Ohio Department of Health.
7. To arrange, perform, and assist coordinator with scoliosis screening at the direction of the district nurse. This includes presenting educational video on scoliosis to all grade seven students and follows up on referrals made by coordinator.
8. To provide first-aid, and maintain health records of students in accordance with established school district policies.
9. To inspect children for suspected communicable and nuisance diseases, recommend exclusion and readmission in accordance with state and board policy.

10. To keep accurate daily records of illness, injury, procedures and medication given as mandated by the state of Ohio.
11. To recognize, report and document suspected child abuse cases in accordance with district policy and procedure.
12. To obtain documentation of tuberculosis testing on students new to the United States according to State Law (3701-15-02).
13. To coordinate the collection and continuous updating of information on Emergency Medical Authorization forms for students and staff.
14. To gather information for PLANS-OF-ACTION from the MEDICAL ALERT LIST for students with emergent health needs.
15. To obtain physician's order; parent/guardian signature for permission to administer prescribed medications; dispenses medication; observes drug interaction and observes for side effects.
16. To recognize, record, and report substance abuse.
17. To notify coordinator of daily student absences.
18. To maintain good working relationship with all social agencies, public health nurses and caseworkers.
19. To notify building administration of emergency situations involving students.
20. To perform the following procedures in a school setting as designated by the Ohio Board of Nursing:
    - Catheterization: clean intermittent; sterile
    - Ostomy Care
    - Percussion and postural drainage
    - Suctioning: nasopharyngeal and endotracheal
    - Tracheostomies: care, tube replacement, tracheobronchial suctioning (RN only)
    - Tube Feeding: button gastrostomy; oxygen administration nasogastric
    - Ventilator monitoring (RN only)
21. To assist students with special health needs with elimination and personal hygiene.
22. To monitor and assess proper function of central and peripheral lines for students with special health needs.
23. To perform bolus gastrostomy tube feedings as required by students with special health needs.
24. To perform procedures as ordered by physician and/or delegated by RN/Health Services Coordinator.
25. To perform other duties delegated by RN/Health Services Coordinator and assigned by building administrator.
26. To counsel students in good health habits.
27. To perform other related duties as assigned by the Director of Student Services.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

Each staff member shall serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings. Each staff member has legal responsibility to help instill in students the belief in and practice of ethical principles and democratic values.