

## **JOB DESCRIPTION**

### **JOB TITLE: District Specialized Nurse**

#### Job Summary:

#### The District Specialized Nurse:

- Strengthens and facilitates the educational process by improving and protecting the health status of students, participating in the identification and assisting in the removal or modification of health-related barriers to learning in individual students, and promoting the health and well-being of students in classrooms with assigned classroom nurses.
- Provides district staff with guidance, training, and education in dealing effectively and safely with medically involved students, who may require a health protocol/plan and/or requires delegated health care to access and benefit from the education setting.
- Assists schools in identifying appropriate resources and guidelines in providing health services for all students if/when Multnomah Education Service District School Health Services Nursing is unavailable.
- Develops, trains, delegates and monitors medical protocols for individual students to ensure continuity of medical care and safety.

#### Nature & Scope:

This position is subject to Board policies, administrative rules and procedures, department regulations and applicable State and Federal statutes.

#### Essential Job Functions:

1. Uses the nursing process to assess the health and medical needs of students with severe health issues and students with severe health needs for the purpose of developing, implementing and evaluating the student's in-school health care plan.
2. Assists in the identification of physical disorders and other factors affecting the learning process, communicating with the primary care provider, and contributing to significant information in order to modify the student's individualized education/health care plan.
3. Interprets the health assessment to parents, teachers, administrators, and other professionals directly concerned with the student for the purpose of serving as an advocate for student's identified health difficulties and concerns.
4. Designs health management plans for the purpose of addressing students' health needs and implementing health care directions from health care providers, in the school setting.
5. Collaborates with parents, health care providers, and/or other agencies, and the student for the purpose of promoting needed treatment, securing information and complying with legal requirements to ensure the continuity of health care are provided.

6. Develops individual protocols/plans and procedures for specific students, whether identified with a disability or not, who require medical or health interventions including emergency guidelines.
7. Prepares a wide variety of written materials and documentation, including but not limited to reports to supervisor as requested, student health outcomes, health assessments, health plans, medication administration logs, health status summaries, Medicaid billing and forms, and other necessary correspondence.
8. Presents information at and participates on school IEP/IFSP and 504 teams.
9. Communicates with identified students' medical care providers and specialists to determine appropriate health care needs while the students attend school.
10. Acts as resource to districts' existing school health assistants and other staff.
11. Trains school personnel and delegates as indicated on medical protocols/plans for identified medically fragile students.
12. Trains, monitors and appropriately documents delegated school personnel in the performance of specialized physical health care procedures, when appropriate on an ongoing basis and annually, at a minimum, for accuracy and safety of performing duties. Procedures include, but are not limited to G-tube feeding, tracheotomy suctioning, and catheterizations.
13. Assesses students' health conditions for any changes in their health status and to determine if identified health needs are appropriately met.
14. Keeps and maintains a computerized database using an established District format.
15. Networks with community agencies, care providers, and parents regarding individual student health needs and school concerns and refers parents to outside medical providers as appropriate.
16. Acts as a resource for administration as new state and federal legislation regarding student health needs is enacted.
17. Guides the district in the development of appropriate policies and or procedures to reflect any new or revised state and federal legislation changes.
18. Performs services in accordance with District policies and procedures, state law, and within the scope and practice of one's licensure. (Oregon Nurse Practice Act and Oregon Administrative Rules).
19. Recognizes each classroom and one-to-one assigned nurse's licensure and experience and provides appropriate clinical guidance and direction, mentoring and non-evaluative supervision.
20. Develops a process for coverage of classroom and one-to-one nurse absences and may assist in classrooms as necessary.
21. Assists the District in planning and implementing plans to meet immediate, unusual needs such as pandemics or natural disasters.
22. Collaborates with school nurses in the communication and a continuum of health services and to ensure effective Multnomah County health department supports are available to all students as needs arise.

23. Provides in-service opportunities for school personnel regarding relevant health issues, such as, CPR, medication administration, life-threatening allergy emergencies as requested.

Education and/or Work Experience:

1. Bachelor of Science degree in nursing from accredited four year college or university
2. Spanish language skills preferred
3. Competence with basic computer programs including Word, Excel, Google, Internet Browsers, web-site communications and common database applications.
4. Competence in all nursing skills and procedures for individuals commonly found in community based, non-health care facilities, including but not limited to diabetic management, gastrostomy tube feeding, suctioning, oxygen administration, clean intermittent catheterization, postural drainage, medication management including intramuscular injection of medication.
5. Strong verbal and written English communication skills.

Other Job Functions:

1. Travel requirements include traveling between multiple school sites and to make home visits as necessary.
2. Regular and ongoing Medicaid billing and monitoring of delegated health care billing.
3. Maintains and submits reports to supervisor related to district nursing services and program.
4. Attends workshops, staff development classes and meetings, seminars and other meetings for continued professional growth as requested or approved by the Executive Director.
5. Prompt and regular attendance.
6. Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

• Skills, Knowledge and/or Abilities Required:

- *Skills* to apply health assessment techniques and treatment modalities, communicate effectively.
- *Knowledge* of health assessment techniques and treatment modalities, relevant education and school health care codes, state and district policies, child development patterns.
- *Ability* to lift students according to acceptable risk factor guidelines.
- *Abilities* to sit for prolonged periods, complete a case study and develop an individual school-based health care plan; work independently, be flexible and work under time constraints, and work effectively with staff, parents, students and community. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/keyboarding,

talking/hearing conversations, near/far visual acuity/visual accommodation.

- Licenses, Bonding and/or Testing Required: Oregon State Board of Nursing Licensure with capacity to earn a TSPC School Nurse license within one year of hire, Criminal Justice Fingerprint Clearance.
- Licensed, Certifications, Bonding, and/or Testing Required: Valid driver's license and vehicle available along with evidence of appropriate insurability; First aid card and Bloodborne Pathogens certified.
- Evaluation: Performance of this job will be evaluated each year in accordance with provisions of the Board's Policy on Evaluation of Licensed Staff.
- May require working with a variety of individuals including those with intellectual or developmental disabilities, mental health conditions, and/or other differences.
- Reports to the Special Education Director, under the direction of the Executive Director of Student Support Services.

Experience Preferred: Prior job related experience.

Work Calendar: This is a 197-day work year at 8 hours per day

Salary Range: Licensed Salary Schedule