

Job Description – Registered Nurse

Evaluation

Date of Evaluation Conference _____ Date of Final Conference _____

TITLE: Registered Nurse

QUALIFICATIONS:

- Baccalaureate Degree Preparation or other approved degree program
- Current Registered Nurse licensure in State of Illinois
- Current First Aid program completion
- Current Cardiopulmonary Resuscitation program completion
- Experience in nursing and completion of a school health orientation program preferred
- Competency in use of existing technology

REPORTS TO:

- Certified School Nurse in assigned building
- Building Principal

SUPERVISES: Not applicable

JOB GOAL: To provide direct nursing services to students and staff members to maximize health and wellness in the school community. All duties are performed in accordance with district/state board of education policies and procedures and state law regarding nurse practice.

E = Excellent S = Satisfactory U = Unsatisfactory N/A = Not Applicable

PERFORMANCE RESPONSIBILITIES:

Nursing Care:

	E	S	U	N/A
Provides direct professional nursing services, first aid, illness and emergency care to students and staff in response to the nursing assessment and in accordance to professional standards, school policy and procedures, and state and local mandates.				
Administers medication with appropriate documentation.				
Participates in maintaining accurate medical records to assure compliance with state mandates including immunizations, physical examinations, and medical conditions, and the related archival responsibilities.				
Performs mandated screening procedures for vision and hearing.				
Makes appropriate assessment and referrals for suspected abuse/neglect as a mandated reporter.				

Comments: _____

Communication:

	E	S	U	N/A
Maintains communication with the certificated school nurse, teachers, other school personnel, and parents/guardians to enhance cooperative action which will meet the health and safety needs of students.				
Provides health services and counseling in an effective and positive manner to enhance the health and wellness of the school community.				
Completes accident/incident reports for student/staff.				
Compiles data for statistical purposes.				
Maintains confidentiality regarding all school and health-related issues.				
Collaborates with others in responding to students' needs.				
Relates to students appropriately				
Performs duties in a professional manner				

Comments: _____

Organization

	E	S	U	N/A
Maintains the daily environment of the health office facility and supplies.				
Utilizes existing technology effectively in the performance of duties.				
Performs other health or school related work as required.				

Comments: _____

Professional Development

	E	S	U	N/A
Maintains contact with a professional nursing organization and utilizes continuing education opportunities to enhance professional knowledge.				
Participates as an active member of the school community, representing health/wellness.				

Comments: _____

TERMS OF EMPLOYMENT:

Hourly pay in accordance with the Educational Support Personnel contract schedule as a step in consideration of nursing experience.

EVALUATION:

Performance of this job will be evaluated at least annually by the Building Principal with input from the Certified School Nurse.

Recommended for continued employment? YES _____ NO _____

Signatures:

Principal: _____

Health Assistant: _____