

OFFICE OF STATE PERSONNEL POSITION DESCRIPTION FORM (PD-102R-92)	APPROVED CLASSIFICATION: PHN I EFFECTIVE DATE: ANALYST:
1. PRESENT CLASSIFICATION TITLE OF POSITION: Public Health Nurse I	(THIS SPACE FOR PERSONNEL DEPARTMENT)
2. USUAL WORKING TITLE OF POSITION Public Health Nurse II	7. PRES...15 DIGIT POS. NO. PROP.15 DIGIT POS. NO.
3. REQUESTED CLASSIFICATION OF POSITION Public Health Nurse I	8. DEPARTMENT, AGENCY Madison County Health Department
4. NAME OF IMMEDIATE SUPERVISOR	9. INSTITUTION AND DIVISION: Madison County Health Department
5. SUPERVISOR'S POSITION TITLE & POSITION #	10. SECTION AND UNIT School Nursing
6. NAME OF EMPLOYEE:	11. STREET ADDRESS, CITY AND COUNTY: 493 Medical Park Drive Marshall Madison County
	12. LOCATION OF WORKPLACE Marshall, North Carolina

**1. A. Primary Purpose of Organizational Unit:**

The Madison County Health Department is dedicated to the purpose of disease prevention and health promotion for all Madison County Residents. Employees assist clients in achieving the highest physical, mental and social wellbeing possible through a variety of health department programs.

**B. Primary Purpose of Position:**

The professional school nurse is responsible for planning, implementing, coordinating and evaluating school health services. The school nurse serves in the role of case manager, direct care provider, collaborator/advocate, educator and counselor for the Madison County School district in assigned schools.

**C. Work Schedule:**

This position follows the Madison County Academic Calendar.

**D. Change in Responsibilities or Organizational Relationship:**

N/A

**2. A. Description of Responsibilities and Duties:**

**1. Provides public health school nurse duties for the Madison County School system 97% of the time.**

**A.** Submit, annually, a written work plan, no later than one month from hire. The plan shall address delivery of basic health services and the responsibilities of school nurse personnel, including activities, strategies and goals, within, but not limited to:

**B. COMMUNICABLE DISEASE:**

**1.** Preventing and responding to communicable disease outbreaks both within the school and in the community at large.

2. Assure Infection Control within the schools.
3. Review and support immunization efforts.
4. Assure that mandated health related activities are completed, i.e. Kindergarten Health Assessment, Immunization Status Report, Blood-borne pathogen control plan (OSHA) requirements, etc.

**C. HEALTH EDUCATION:**

1. Provide health education to students, teachers, and parents;
2. Promote healthy physical education, sports policies, and practices;
3. Support healthy food services programs;
4. Provide health education and counseling and promote healthy activities and a healthy environment for school staff.

**D. SAFE ENVIRONMENT:**

1. Develop and implement plans for emergency medical assistance for students and staff.
2. Identify health and safety concerns in the school environment and promote a nurturing school environment.
3. Assure CPR/First Aiding training for staff.
4. Management of acute health care problems.
5. Medical and dental emergencies.

**E. CHILDREN WITH SPECIAL HEALTH CARE NEEDS PROGRAM (CYSHCN):**

1. Supervise specialized clinical services and associated health teaching for students with chronic conditions and other special health needs;
2. Participation on the Innovative Approaches Steering Committee;
3. Participation of student service teams;
4. Completion of Health assessments as part of the role in Exceptional Children's program.

**F. ACCESS TO HEALTH CARE:**

1. Provide or arrange for routine health assessments, such as vision, hearing, or dental screening, and follow-up of referrals.
2. Serve as coordinator of the health services program and provide nursing care.
3. Provide health counseling, assess mental health needs, provide interventions, and refer students to appropriate school staff or community agencies.
4. Administering, delegating where appropriate, and providing oversight and evaluation of medication administration and associated health teaching for other school staff who provide this service.

**G. OTHER:**

1. The school nurse does not assist in any instructional or administrative duties associated with a school's curriculum.
2. The Written Work plan will outline the steps the nurse will take toward meeting degree and certification requirements, if not certified, no later than the date of completion of 3 years of employment as a school nurse in NC.
3. Submit a mid-year review of progress toward achieving goals in the annual plan, by January 31 or by a date determined with DPH regional school nurse consultant.
4. Submit an annual report that addresses the overall progress toward meeting the work plan outcomes, related, but not limited to, the health service areas listed above.
5. Participate in public health emergency response activities as requested.

6. School nurse participation on student services teams.
7. Medication administration, including training and oversight of other staff
8. CLIA regulations for waived procedures.

**2. OTHER:3% of the time.**

- a. Participate in committees as requested;
- b. Participate in public health emergency response activities as requested;
- c. Attend meetings and training as requested.
- d. Community outreach.

**3A. OTHER POSITION CHARACTERISTICS:**

**1. Accuracy Required in Work:**

A high degree of accuracy is necessary to avoid mistakes which could affect the health of the client.

**2. Consequence of Error:**

Error will generally not result in a life threatening situation; however, mistakes could lead to serious illness or consequences for the patient. Errors must be kept to a minimum with immediate corrective action when one occurs.

**3. Instructions Provided to Employee:**

Each employee must be familiar with department policy and procedures, trained in OSHA regulations, as well as receive instructions on clinical protocols for agency programs. The employee will receive instruction in OSHA, blood borne pathogens, CPR, AED, First Aide, respiratory fit testing, annually. The employee will assure her RN licensure is maintained current with a copy being given to her supervisor at renewal. Employee will complete **ICS-100b, 200b, 701A** at employment and stay current on trainings and staff development as required.

**4. Guides, Regulations, Policies and References Used by Employee:**

The nurse is instructed on policies and procedures for health department programs. The public health nurse is guided by standing orders, public health laws, and department policies. Area physicians serve as an important reference as well as department staff.

**5. Supervision Received by Employee:**

The Public Health Nurse is supervised by the PHN II School Nurse Supervisor, Director of Nursing and Health Director.

**6. Variety and Purpose of Personal Contacts:**

Personal contacts may range from health department co-workers to Madison County residents and health department clients to peers in other public agencies and medical facilities. The school nurse collaborates with the student, the family, school staff and others in the conduct of school nursing practice.

## **7. Physical Effort:**

The public health nurse has a limited demand for physical exertion. The ability to lift moderate amounts of weight is necessary.

## **8. Work Environment and Conditions:**

The work environment is safely sheltered with a minimum amount of outdoor activity. Travel for the department during inclement weather would be at the employee's discretion.

## **9. Machines, Tools, Instruments, Equipment and Materials Used:**

Copiers, calculator, stethoscope, computer, B/P cuff.

## **10. Visual Attention, Mental Concentration and Manipulative Skills:**

Accurate vision is preferred. A high degree of mental concentration is necessary. Manual dexterity is an important skill.

## **11. Safety for Others:**

The Public Health Nurse should be free of communicable disease and observe universal precautions while at work as well as harmful behaviors which affect co-workers, health department clients, and county residents.

## **12. Dynamics of Work:**

This professional school nursing position within Madison County Schools is responsible for planning, implementing, coordinating and evaluating school health services that:

- Maximize the quantity of in-class time by reducing the incidence of health related absenteeism;
- Eliminate or minimize health problems which impair learning;
- Promote the highest degree of independent functioning possible;
- Promote student, staff and community awareness of and participation in healthy behaviors.

## **THE SCHOOL NURSE SHALL PROVIDE:**

### **Standards of Care**

- **Assessment:** Collects comprehensive data pertinent to the client's health or situation.
- **Diagnosis:** Analyzes the assessment data to determine the diagnosis or issues.
- **Outcomes Identification:** Identifies expected outcomes for a plan individualized to the client or situation.
- **Planning:** Develops a plan that prescribes strategies and alternatives to attain expected outcomes.
- **Implementation:** Implements the identified plan through coordination of care, health teaching and health promotion and consultation to influence the identified plan, enhance the abilities of others and effect change.
- **Evaluation:** Evaluates progress towards attainment of outcomes.

## **Standards of Professional Performance**

- Quality of Practice: Systematically enhances the quality and effectiveness of nursing practice
- Education: Attains knowledge and competency that reflects current school nursing practice
- Professional Practice Evaluation: Evaluates one's own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules and regulations
- Collegiality: Interacts with and contributes to the professional development of peers and school personnel as colleagues
- Collaboration: Collaborates with the client, the family, school staff and others in the conduct of school nursing practice
- Ethics: Integrates ethical provisions in all areas of practice
- Research: Integrates research findings into practice
- Resource Utilization: Considers factors related to safety, effectiveness, cost and impact on practice on the planning and delivery of school nursing services
- Leadership: Provides leadership in the professional practice setting and the profession
- Program Management: Manages school health services

### **13. Knowledge, Skills & Abilities Training & Experience Requirements:**

#### **Knowledge, Skills, and Abilities:**

#### **A. The complex role of the school nurse demands, but is not limited to, an understanding and knowledge of:**

1. Community, including community as a system and aggregates as clients.
2. Pediatric/adolescent Nursing.
3. Public Health/ Community Health Nursing.
4. Health counseling, mental health and crisis intervention.
5. Communicable Disease.
6. Applicable laws, regulations and standards pertaining to school nursing practice (NC Nurse Practice Act, Standards of School Nursing Practice and the Eight Components of a Coordinated School Health Program).
7. School Health law.
8. Special education legislation and services.
9. Case finding, case management and health advocacy.
10. Program management, including personnel supervision.
11. Family theory, assessment and intervention.
12. Leadership, networking and collaboration.
13. Ethnic and cultural sensitivity and competence.
14. Contemporary health and psychosocial issues that influence children, families and the community.
15. Health care delivery systems and the concepts of the primary health care.
16. Building student, staff and family capacity for adaptation, self-management, self-advocacy and learning.
17. School as a non-traditional health care setting.
18. Development, management and evaluation of school health programs.

#### **B. Skills related to this important role include the ability to:**

1. Deal tactfully with others and exercise good judgment in appraising situations.
2. Make independent and timely nursing decisions and to triage.
3. Secure the cooperation and respect of students, faculty and staff.

4. Elicit needed information and maintain effective working relationships.
5. Collect data to direct evidence based practice.
6. Record accurately services rendered and interpret and explain records, reports, activities, health care plans, accommodations and medical interventions.
7. Identify health related barriers to learning (i.e., at risk behaviors, financial, cultural, economic, etc.).

**14. REQUIRED TRAINING AND EXPERIENCE:**

**1. Required Minimum Training:**

- a. Graduation from a four-year college or university with a B.S. in Nursing which includes a Public Health Nursing rotation and one year of Public Health Nursing experience;
- b. **OR** Master’s in Public Health and graduation from a school of professional nursing and one year of professional nursing experience;
- c. **OR** graduation from a school of professional nursing and two years of professional nursing experience including one year of Public Health Nursing experience;
- d. **OR** an equivalent combination of training and experience.

**2. Additional Training/Experience:**

- a. Registered nurse working toward baccalaureate degree to be completed within 3 years of hires date.
- b. Baccalaureate-prepared registered nurse working toward national school nurse certification with the stipulation that certification is completed within 3 years of hire date.

**3. Equivalent Training and Experience:**

Attend the New School Nurse Orientation and follow-up session;  
 Address the six core functions as identified in the School Nurse Funding Initiative;  
 Collect data for the NC DHHS School Health Nursing Survey and Program Summary (End of Year Report).

**4. License or Certification Required by Statute or Regulation:**

Licensed to practice as a registered nurse in NC by the North Carolina Board of Nursing.

**15. CERTIFICATION:**

*Signatures indicate agreement with all information provided, including designation of essential functions.*

**SUPERVISOR’S CERTIFICATION:**

I certify that I am the Immediate Supervisor of this position.  
 I certify that I have provided a complete and accurate description of responsibilities and duties.  
 I certify that I have verified and reconciled as needed its accuracy and completeness with the employee

\_\_\_\_\_  
 Signature Title Date

**EMPLOYEE’S CERTIFICATION:**

I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.

\_\_\_\_\_  
 Signature Title Date

**DEPARTMENT HEAD OR AUTHORIZED REPRESENTATIVE'S CERTIFICATION:**

I certify that this is an authorized official position description of the subject position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date