

WARE PUBLIC SCHOOLS  
JOB DESCRIPTION

TITLE OF POSITION: Program Support Nurse

QUALIFICATIONS: Valid license to practice as a Registered Nurse in Massachusetts (LPN with commensurate experience will be considered). Current certification in CPR from a recognized provider Pediatric/School Health experience preferred

REPORTS TO: School Nurse Leader

JOB MISSION: Health/Safety and student achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs school nursing services under the supervision of the School Nurse Leader and/or Building School Nurse consistent with the Massachusetts Department of Public Health guidelines, regulations and statutes governing nursing and school health, as well as local school district policy.
- Provides school nursing coverage in school health offices as needed.
- Provides medically prescribed interventions to students, including medication administration (per state regulations) as needed.
- Provides assessment and medical care for students in the case of injury or illness as needed
- Maintains comprehensive school health records, including daily logs, accident reports and individual health encounter reports when providing nursing coverage in a school health office.
- Assists in the implementation of state mandated health screenings.
- Assists in the implementation of oral health programs such as fluoride rinse, dental screening and sealant administration and oral health education.
- Assists in the implementation of district mandated health screenings.

The School Nurse Leader evaluates the Program Support Nurse with consultation with the building Nurses.

SPECIAL QUALIFICATIONS:

- Grant Funded Position/Per Hour Rate
- Per Contract/Not to Exceed 12 Hours/Week

2007-2008

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TITLE OF POSITION: School Nurse

QUALIFICATIONS: Valid Massachusetts license as RN; BSN and/or MSN; DOE licensure; 2 years clinical experience in child health, community health or other relevant clinical nursing experience; CPR and first aid certification.

REPORTS TO: Nurse Supervisor/Building Principal

JOB MISSION: Health/Safety and student achievement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Include but not limited to the following:

Implements and manages a comprehensive school health program consistent with the Massachusetts guidelines, regulations and statutes governing nursing and school health, as well as local school district policy.

- Provides medically prescribed interventions to students, including medication administration (based on state regulations) and provides emergency care for students in case of injury or sudden illness
- Organizes and implements the state mandated programs (immunizations, scoliosis, vision, hearing etc.) and surveillance and screening programs (pediculosis, etc)
- Maintains comprehensive and confidential paper and electronic school health records, including daily logs, accident reports and individual encounter reports
- Develops and coordinates individual health care plans with other health providers and school personnel
- Prepares regular written reports for school officials, MDPH and/or other relevant agencies
- Participates on a School Health Advisory Committee and building crisis team
- Consults with the school physician, school administrators and other health professionals to establish, review and revise policies, procedures and specific programs for comprehensive health education and services
- Identifies the needs of an individual or group and teaches the basic principles of health promotions and disease prevention to students and staff, as needed
- Demonstrates and applies current nursing knowledge in school practice
- Participates in ongoing professional development as needed to maintain MA license as a registered nurse and licensure with MA DOE

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TITLE OF POSITION: School Nurse Leader

QUALIFICATIONS: Valid license as RN; BSN or MSN; DOE licensure; 2 years as school nurse; CPR and first aid certification.

REPORTS TO: Superintendent

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Nurse Leader shall have responsibility for the following:

- Overseeing the entire school health service program including the Massachusetts Department of Public Health Essential School Health Services grant. The Nurse Leader should be free from direct service delivery.
- Clinical supervision of district nursing staff
- Promotion of healthy and safe school environment.
- Completing and submitting to the Massachusetts Department of Public Health (MDPH) the Monthly Activities reports, annual Status Report on Results and Measures, Non-Public School Report, the Tobacco Control Self-Evaluation form, as well as required budget reports.
- Participating in MDPH initiatives appropriate to the student population in the community, e.g., mental health, asthma management, overweight prevention, oral health, skin cancer prevention, diabetes management, heart disease/stroke prevention, violence prevention, epilepsy management, etc.
- Participation in statewide and local emergency preparedness planning
- Completion of quality assurance programs as dictated by the MDPH
- Attend mandatory MDPH quarterly meetings of the ESHS/ESHSC Nursing Leaders; relevant statewide advisory committees; and other regional and community coalitions that support school health and safety.
- Maintenance of the school health Management Information System.
- Act as chair of the School Wellness Advisory Committee
- Consult with school physician, school administrators and school committee to establish, review and revise health policies, procedures and specific programs for comprehensive health education and services.
- Coordinate in-service programs for school personnel in first aid, emergency care and current health issues.
- Other duties as assigned by Superintendent of Schools.