



EMPLOYEE NAME: _____

Revised: 6/04; 10/06; 7/08; 9/08; 6/10; 10/12; 10/13; 6/18

JOB DESCRIPTION

POSITION TITLE: Consulting Nurse	JOB CODE: 409B
DIVISION: Chief of Staff	SALARY SCHEDULE: Consulting Nurse
DEPARTMENT: Policy, Planning & Student Support	WORK DAYS: 181 Days
REPORTS TO: Supervisor, School Health Services	PAY GRADE: N03
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Applies appropriate theories from nursing to meet the unique and diverse health needs of the school community under the guidance of the Nursing Supervisor	

REQUIREMENTS:

1. Educational Level: Bachelor of Science in Nursing or other related field from an accredited college or university required
2. Certification/License Required: Valid RN licensure in the State of Georgia; Certifications as an Instructor in Community First Aid, CPR, and AED required within two months of hiring
3. Experience: Minimum of 5 years of clinical experience required; school nurse experience preferred; knowledge of fundamental nursing concepts, practices, and procedures essential
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; strong motivation for community health; ability to maintain a positive working relationship with school personnel, students, and families; consulting and managerial skills necessary to advise and support school nurses and school personnel in health services; basic technical skills, including competency in computer applications; competency in record keeping and organizational abilities.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Presents professional and well-groomed appearance according to District Dress Code.
3. Serves as a resource to the school nurse; supervises and evaluates nursing services provided by the school nurse.
4. Plans and conducts well-organized and effective in-service programs, including New Nurse/Clinic Substitute Training, Pre-Planning, Professional Learning Days, and health training for school personnel.
5. Communicates and collaborates with school personnel, nursing supervisor, students, and families in a professional manner and with appropriate frequency about school health issues.
6. Adheres to District Administrative Rules; uses a distinct clinical knowledge base for decision making in nursing practice; delivers nursing services consistent with Georgia Board of Nursing rules and regulations; nursing procedures are efficient, safe, and effective; maintains accurate documentation of clinic services including emergency situations and demonstrates ethical and professional behavior, including maintenance of confidentiality at all times.
7. Administers and documents medications to students according to approved clinic policies, procedures, protocols and written physician directions to include injectable medications and emergency medication with appropriate documented records.
8. Collaborates with school nurse to identify and manage individuals with suspected infectious illnesses and helps prevent transmission to others through exclusion and education; reports required information to nursing supervisor.
9. Collaborates with school nurse to evaluate student responses to prescribed interventions and the efficacy of the interventions and develops nursing interventions for students with health conditions in an Individual Health Care Plan (IHCP) ore Section 504 Plan.
10. Participates in District and community health groups, including the Crisis Response Team, develops and updates nursing protocols and forms and prioritizes professional responsibilities effectively.

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| 11. Pursues appropriate professional development to enhance knowledge and improve nursing skills. |
| 12. Performs other duties as assigned by appropriate administrator. |

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____