



EMPLOYEE NAME: \_\_\_\_\_

Revised: 10/10; 5/11; 10/12; 10/13; 1/14; 6/18:8/23

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Supply School Nurse	<b>JOB CODE:</b> SUP3, SUP4
<b>DIVISION:</b> Chief of Staff	<b>SALARY SCHEDULE:</b> LPN/ RN rate of pay
<b>DEPARTMENT:</b> Student Support	<b>WORKDAYS:</b> As Needed
<b>REPORTS TO:</b> Principal and Asst. Director Student Support – District School Nurse Administrator	<b>PAY GRADE:</b> N/A
<b>POSITION TITLE:</b> Supply School Nurse	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Provides appropriate health care services for students in the school clinic in the absence of the school nurse, under the general supervision of the principal.	

### REQUIREMENTS:

1.	Educational Level: Graduate of an accredited nursing education program required
2.	Certification/License Required: Valid RN/LPN licensure in the State of Georgia; successful completion of the CCSD clinic substitute training course and all written tests within the past 3 years; must be on the current CCSD list of trained clinic substitutes; must fulfill continuing competency requirements
3.	Experience: 1 year nursing experience required; 2 years nursing experience preferred; also 35 hours of substitute experience in CCSD school clinic preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; ability to maintain a positive working relationship with school personnel, students, and families; record keeping and organizational abilities; interpersonal skills necessary for overseeing the clinic; knowledge of fundamental nursing concepts, practices, and procedures is essential

*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 a professional and well-groomed appearance according to District Dress Code.
3.	Attends mandatory Clinic Orientation and Training; updates clinic training as needed.
4.	Maintains a clean and orderly clinic to ensure a safe physical environment including locked medication cabinets, practicing standard precautions at all times, and maintaining sharps containers in appropriate location.
5.	Adheres to District Administrative Rules and delivers nursing services consistent with the Georgia Board of Nursing rules and regulations; nursing procedures are efficient, sage and effective and maintains accurate documentation of clinic services including emergency situations and demonstrates ethical and professional behavior, including maintenance of confidentiality at all times.
6.	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.
7.	Performs appropriate health care procedures from orders written by a licensed physician.
8.	Provides privacy, a caring environment, and displays and models respect towards students and others and communicates clear behavior expectations in the clinic to students and staff.
9.	Identifies and manages individuals with suspected infectious illnesses and helps prevent transmission to others through exclusion and education; reports required information to the Consulting Nurse.
10.	Uses Clinic Substitute Folder, New Nurse/Clinic Substitute Training Manual, and other appropriate resource materials efficiently and effectively.

11.	Communicates and collaborates with school personnel, nursing administration, students, and families in a professional manner and with appropriate frequency about school health issues.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_