**Murfreesboro City Schools**

**School Nurse**

**School Personnel**

**Revised on 07/03/2018**

**Credentials:** High School diploma or GED.

**Other Qualifications:** The primary duties for this position involve the responsibility for medical related procedures to be performed during the school day as well as medication administration for those students considered incompetent to self-administer their own medications. This position requires someone who possesses and understanding of the individual education plans as well as the physical needs of the children served. The person in this position must understand or seek clarification on system responsibility versus parent responsibility. The employee must be able to emotionally and physically work various types of disabilities, including but not limited to, cerebral palsy, mental retardation, spina bifida, developmental delay, autism, Down Syndrome, fragile X, as well as students with seizures. This position requires someone who is flexible in adapting to changing situations and work orders; work courteously and cooperatively with administration, staff and parents; demonstrate respect, compassion and caring for children; be confidential, work efficiently and effectively; and must be committed to documentation and safety. This person must be able to work in a variety of different school environments sometimes involving frequent distractions and interruptions and provide own transportation during performance of duty. The employee must hold a current valid license by the State of Tennessee Department of Health Related Boards as a Licensed Nurse; also must maintain continuing education requirements that are required by the Tennessee Health Related Boards for Licensed Nurses and MCS professional development requirements. The employee is subject to a post offer physical examination with a written statement from the physician showing a satisfactory health record and stating the employee is free of any contagious or communicable disease in such form as might endanger the health of school children, as well as results of a TB skin test. All employees hired after January 1, 2000 are required (post offer and prior to commencement of the employment duties) to supply fingerprint samples which are submitted to a criminal history records clerk conducted by the Tennessee Bureau of Investigation. All hiring decisions are contingent upon satisfactory criminal background check results.

**Physical Demands:** This employee must have sufficient physical strength and ability to independently lift and transfer children weighing up to 50 pounds and to lift and transfer children weighing over 50 pounds with assistance. The employee must be able to work with several types of equipment, including but not limited to, wheelchairs and prosthetic/orthotic equipment. The employee will also be exposed to foul odors, loud noises, bodily fluid, temperature change and combative children.

**Essential Job Functions:**

1. Administer all approved medical procedures and maintenance health treatments within the school (i.e. tracheostomy suctioning, catheterization, gastronomy tube feeding, blood glucose monitoring, insulin administration and nebulizer treatments)
2. Coordinate documentation as needed for the delivery of services (physical orders, parent releases, etc)
3. Participate in IEP meetings when appropriate
4. Maintain current documentation on students with health related issues
5. Oversees proper storage of medication
6. Provide health related updates on students for staff and parents in compliance with HIPAA and FERPA guidelines
7. Administer medications to those students considered incompetent to self-administer their own medications
8. Be confidential
9. Work cooperatively with staff and administration to support the philosophy, goals and objectives of the school system
10. Provide first aid and maintain health records of students
11. Assist in program for care of disabled children
12. Must be able to perform job duties as described on essential functions addendum
13. Must be able to establish and maintain an effective working relationship with other employees and to effectively communicate with the public.
14. Must have the ability to use good judgment while performing job related tasks.

**Staff Relationship:** Reports directly to the Supervisor of Health Services, School Principal, and Finance and Administrative Service Director.

**Terms of Employment:** Salary and benefits recommended by the Finance and Administrative Service Director and approved by the Director of Schools; 200 day calendar. Non-exempt.