

**Job Title: NURSE PRACTITIONER**

**Definition:**

Under the supervision of the Director of Early Learning, the school Nurse practitioner works to identify, maintain and improve the health status of students in order to maximize the learning capabilities of the individual child. Nurse Practitioner duties include physical examinations, developmental assessments, vaccinations, and support for illness management as stated by California licensure. The Nurse Practitioner will work with the school community to support the health-related enrollment process for students in the early learning program and support vaccinations and health screening across the district.

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks or may perform similar related tasks not listed here.

1. Communicate with students, families, caregivers, and healthcare providers to implement, document, and modify care plans, including changes or omissions of the identified plan in the appropriate health and educational records.
2. Use prescriptive authority, in accordance with state and federal laws and regulations, to treat illness, improve health status, and provide preventive care.
3. Collect and maintain accurate statistical data of all health-related services provided for reporting and auditing purposes.
4. Maintain accurate data-keeping records regarding treatments and vaccinations for annual reporting purposes to all required authorities.
5. Maintain accurate records for children examined, ensure timely documentation and submission of state-required forms for the purpose of Medi-Cal reimbursement.
6. Perform basic primary health care services, including physical exams for entering California State Preschool Students.
7. Provide required childhood immunizations required for California State Preschool and Elementary School entry.
8. Provide primary care and advanced nursing services using standardized protocols and procedures in collaboration with a Medical Director at an assigned District school location in the Early Learning office.
9. Consult with supervising school physician (M.D), Senior Physician, or the Director of Student Medical Services, or designee for any clinical or program-related issues.
10. Administer vaccines per CDC guidelines.
11. Collect subjective data (oral history) and objective data (perform physical exam).
12. Develop and implement a management plan as needed, and provide referrals for students requiring follow-up and continued care.
13. Provides age-appropriate comprehensive school entry and/or sports physical exams, episodic well, and ill childcare, immunizations, and minor consent services.
14. Performs basic primary health care services, such as conducting a physical examination, diagnosing, treating, and managing illness and injuries, ordering tests and interpreting results, and educating patients on preventative care and a variety of health issues.
15. Interpret assessments and medical information for school staff working with the students.
16. Determine the appropriate level of care for students with specialized health care needs.

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17. Administer medications, vaccinations, and treatments, and train/supervise school staff in assisting students with routine and emergency medications.
18. Maintain, protect, and manage confidential electronic and written student health records.
19. Train, monitor, and supervise the health clerk regarding all health office protocols and procedures.
20. Consult by phone and direct actions of office staff/administrator regarding the appropriate treatment and disposition of severely ill or injured students.
21. Serve as a health education resource person to staff and students.
22. Conduct medical case findings, screenings, and referred activities related to health defects of selected students.
23. Conducts immunization programs, tuberculosis surveys, and State mandated screenings for hearing, vision, color vision, and scoliosis.
24. Assists with verification of selected student absences by home visit or telephone contact with parents.
25. Train designated personnel to assist with medically fragile students, i.e., CPR/First Aid, Epi-Pen, and Glucagon.
26. Informs students and families about healthcare resources in the community and makes referrals as appropriate.
27. Consults with staff regarding individual student health conditions and makes recommendations as appropriate.
28. Works with teachers to provide classroom instruction in the areas of adolescent growth and development and other topics as requested.
29. Provides in-service to staff regarding communicable diseases, blood borne pathogens, universal precautions, etc.
30. Works collaboratively with district staff and community partners.
31. Train other staff to provide emergency care for medical situations.
32. Implement procedures to prevent and control communicable conditions.
33. Other duties as assigned.

**Minimum Knowledge, Skill and Ability:**

**Knowledge of:**

- Effective oral and written communication skills
- Strategies to work with English learners and at-risk students
- Computer usage and software
- Time management and organizational skills

**Skill and Ability to:**

- Work harmoniously with school/District personnel, parents, students, supervisors, and departments.
- Maintain professional confidentiality

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**Training and Experience:**

- Master’s Degree in Nursing or higher
- Minimum of one (1) year of Nurse Practitioner experience

**Licensure and Other Requirements:**

- Valid California School Nurse Services Credential or eligibility to be granted a credential authorizing services
- Valid Registered Nurse License (California)
- Valid Nurse Practitioner National Certificate (California) or Pediatric Nurse Practitioner License
- Valid Certification as a Nurse Practitioner with a focus on family, pediatric, or mental health services National)
- Valid Nurse Practitioner Furnishing Number (California)
- Valid Nurse Practitioner Certificate California AND
- Current CPR and First Aid Certification (Pediatric)
- Valid Audiometry Certification or working towards receiving certification
- Valid California driver’s license
- Valid Drug Enforcement Administration (DEA) License/Registration number
- Maintain own malpractice insurance

**Physical Requirements and Working Conditions:**

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work, which may require sitting for prolonged periods.
- Is subject to inside and outside environmental conditions.
- May be required to take and pass a physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.
- Must have a valid California driver’s license and be insurable.
- Utilize own vehicle for transportation as needed.

**PHYSICAL REQUIREMENT INFORMATION**

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X

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Standing	X		
Walking	X		
Bending (neck)		X	
Bending (waist)	X		
Kneeling	X		
Reaching	X		
Stooping	X		
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		

	Lifting			Carrying		
	Rarely (0-1.5HPD)	Occasionally (1.5- 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0-1.5HPD)	Occasionally (1.5- 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.	X			X		
11 – 25 lbs.	X			X		
26 – 50 lbs.	X			X		
51 – 75 lbs.	X			X		

<b>Mental Demands:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise			X
Interpret Data			X
Organize		X	
Write	X		
Plan		X	
Multi-Task			X

<b>Equipment Use:</b>	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone	X		
Copier	X		
Computer	X		
FAX Machine	X		
RADIO	X		