

## **LAKEVILLE AREA SCHOOLS POSITION DESCRIPTION**

**POSITION TITLE:** Building Nurse Substitute – RN

**DEPARTMENT / BUILDING:** District Wide

**TITLE OF IMMEDIATE SUPERVISOR:** Licensed School Nurse & Director of Student Health, Safety, and Wellness

**BARGAINING UNIT:** Casual LEAF

**EXEMPT/NON-EXEMPT:** Non-Exempt

**LOCATOR (HR use only):** 015

**POSITION SUMMARY:** The substitute building nurse works across all school district facilities to cover absences for building nurses. This position works under the direction of the district Licensed School Nurses (LSNs) and will receive direction from the district LSN's and the building principal. It is the responsibility of the substitute nurse to keep the district LSN's and building principal fully informed of significant health problems and health service activities within the assigned school.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The essential functions of this position may include, but are not limited to, the following fundamental duties:

1. Provide for the health care needs of students throughout the school day while accurately documenting all care given.
2. Administer and record medication for students as ordered. Properly document medication that is damaged or discarded.
3. Administer first aid to students and staff who are ill or injured while at school and provide care while they are on school property.
4. Deliver emergency and episodic care according to school district policies and procedures.
5. Submit and route accident/injury reports for students requiring further evaluation/treatment.
6. Assist staff with work-related injuries and refer to proper contact for worker's compensation information.
7. Inform teachers with a legitimate educational need-to-know about students' special health conditions as delegated by the LSN.
8. Provide nursing support to students and staff in on-site child care during the scheduled workday as directed by the LSN.
9. Assist with health screening (i.e., hearing and vision) procedures requested by teachers, parents or an LSN.
10. Assist with hearing and vision referrals according to criteria determined by screening guidelines.
11. Assist building nurses in maintaining up-to-date confidential files for all students with health conditions.
12. Record daily activities and compile statistical information as requested by the LSN.
13. Enter required documentation to the district's online data system including but not limited to
14. immunizations, health conditions, treatment notes, and screening data.
15. Assist in the identification of students who have a pattern of absences/tardiness and notify LSN.

16. Monitor and document occurrences of communicable diseases following the MN Department of Health guidelines for reportable diseases.
17. Distribute educational material to students, staff, and parents regarding specific communicable diseases following the guidelines of MDH and the Hennepin County Infectious Disease Manual
18. Follow guidelines for exclusion and re-admittance of students with symptoms of communicable disease. organize field trip medications and provide teachers with instructions for student care while away from the school setting including overnight trips as directed by the LSN.
19. Consult with parents on health issues as needed.
20. Maintain a safe and sanitary environment in the health office through routine cleaning and disinfecting. Assure all medical equipment is maintained.
21. Screen students suspected of chemical use and immediately report concerns to school administration.
22. In emergency situations, call 911.
23. Provide a list of agencies and referral resources for parents/staff.
24. Report maltreatment of minors in accordance with state law.
25. Attend health services department meetings and as requested.
26. Perform other duties within the scope of nursing as assigned by LSN or building principal.

**REQUIRED QUALIFICATIONS** (Specific training or job experience required before appointment):

1. Active RN licensed by the State Board of Nursing.
2. Knowledge of diabetes, asthma, insulin pumps, nebulizer treatments, tube feedings, and wheelchair use and safety.
3. Ability to establish and maintain effective working relationships with colleagues.
4. Ability to effectively address the concerns of students, parents, and staff in a sensitive manner.
5. Ability to handle confidential information appropriately.
6. Ability to use vocal communication to express or exchange ideas by means of the spoken word and convey details or important instructions to others accurately, loudly or quickly.
7. Ability to see things up close and at a distance, adjust focus, and use depth perception/color perception/peripheral vision.
8. Ability to hear, to perceive information at normal spoken word levels, and to receive detailed information through oral communication and/or to make fine distinctions in sound.
9. Ability to independently travel by car between district buildings when necessary.
10. Ability to use technology for a variety of purposes (e.g., email, Google Suite, Infinite Campus).
11. Blood Borne Pathogens and Universal Precautions training required.
12. Ability to respond promptly and effectively in emergency situations.
13. Maintain First Aid and CPR/AED certification. Responsible for maintaining up-to-date certification.

<b>Employee is required to:</b>	<b>Never</b>	<b>Occasionally 1-33%</b>	<b>Frequently 34-66%</b>	<b>Continuousl y 66-100%</b>
Stand		X		
Walk			X	
Sit			X	
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk, see and hear		X		
Taste or smell				X
Physical (lift and carry):				
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 75 pounds		X		
More than 100 pounds	X			

**DATE: 10/23/2024**