



## REGISTERED NURSE

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### Position Summary

The primary purpose of this position is to coordinate and conduct health-related activities for the school health services program, provide staff training and provide services to students.

### Supervisory Relationship

This position reports to the school health services administrator.

### Essential Functions

1. In accordance with the standards of school nursing practice and Oregon nurse practice act, implement appropriate use of the nursing process to plan and provide individualized nursing care in the school community, including nursing delegation to identified staff and training for an anticipated emergency.
2. Collaborate and provide in-service for staff regarding health-related instruction or issues.
3. Manage delivery of school health services in the school setting, including health screenings, communicable disease control, IEP/504 participation as needed and health education.
4. Evaluate, stock, and maintain individual school health rooms with appropriate supplies.
5. Consults with special education personnel regarding the nursing needs of students with special health problems to facilitate their school placement.
6. Develops Health Management Plans for students with disabilities and/or health conditions that interfere with learning.
7. Facilitates communication between the medical community and the school regarding students.
8. Coordinates district compliance with Oregon immunization law.
9. Attain and integrate evidence-based knowledge and clinical competency, including appropriate technology and delivery of health services.
10. Collaborate in the development and improvement of quality nursing practice.
11. Maintains professional skills and expertise by participating in workshops and other continuing education and professional growth opportunities.
12. Collaborates with district leadership as required in the Comprehensive Communicable Disease Management Plan to respond to outbreaks of communicable disease.
13. Adhere to the rules and procedures of the licensing agency.
14. Follow essential safety techniques to avoid exposure and injury to self, students, and other staff.
15. Maintain regular and prompt attendance.
16. Perform other duties as assigned.

## Required Knowledge, Skills and Abilities

1. Basic knowledge of applicable laws and nursing practice regulations and standards.
2. Demonstrates effective written and verbal communication skills and listens effectively to students, staff, and parents.
3. Demonstrates organization, leadership, and time management skills.
4. Ability to travel between school and community sites. (District vehicle or reimbursement for mileage will be provided.)
5. Ability to establish and maintain effective, professional relationships and work in collaboration with supervisors, other staff, outside agencies, students, parents, and the general public.
6. Ability to become proficient navigating in internal and external data systems, including data entry and report production pertinent to delivery of school health services.
7. Ability to physically perform assigned duties.
8. Ability to multi-task and work independently with a high degree of accuracy, efficiency and attention to detail.
9. Ability to work effectively with diverse students, staff and community populations.

## Minimum Qualifications

### Education

- Valid Oregon license to practice as a Registered Nurse.
- Current certification in CPR.
- Preferred BSN/BS in a health-related field.

### Experience

- Minimum experience: one year within the last five years working as an RN preferred.

## Work Environment

Work is performed primarily on a school campus. Involves sitting, walking and occasional lifting up to 40 pounds. Requires the use of computers, office equipment. Visitation to homes and offices of health care or social service providers as well as attendance at evening and weekend activities may be necessary.

ADDITIONAL INFORMATION	
<b>Employee Unit</b>	Eugene Education Association
<b>Pay Grade</b>	Licensed Salary Schedule
<b>Created by</b>	Joyce Smith-Johnson, Administrator Student Services Dept.
<b>Approved by</b>	Karen Hardin, Director of Human Resources Dept.
<b>Last revised</b>	August 19, 2020

**Employee Statement**

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodations(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

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Employee Name (Print)

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Date

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Employee Signature

\_\_\_\_\_  
Date