



School Nurse I

Job Description

Department: Health
Position: Career Service
Grade: 724
Supervisory: No
Reports to: Bureau Director – Nursing or
School Nurse Supervisor

Summary

Under the close to general supervision of a Bureau Director – Nursing or School Nurse Supervisor, performs licensed registered nurse work for the Utah County Health Department (UCHD) in public schools and additional prioritized public health functions within the community, as assigned. Nursing work is performed at an entry or training level.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Plan, implement, and evaluate health services programs at assigned school(s).
2. Monitor well-being of students with disabilities, chronic illnesses, severe allergies, or other health problems; assist other students and school personnel with special needs awareness.
3. Manage medication administration in the school setting and make medication referrals when appropriate.
4. Develop a health care plan for students with health concerns; monitor and document student progress.
5. Review immunization records to ensure compliance with state law as well as to assist with outbreaks of vaccine-preventable diseases.
6. Perform vision screening on students according to state mandate and refer students to eye doctors, as needed; follow-up with the family to ensure proper care was received.
7. Perform other screenings as necessary.
8. Control the spread of head lice by examining students and educating parents.
9. Work with children who have special medical needs within assigned school(s); administer g-tube feedings, medications, catheterization, and related nursing procedures, as needed.
10. Teach and manage classes on health-related topics to students, parents, and faculty, such as:
 - a. Maturation
 - b. Communicable diseases
 - c. Blood-borne pathogens
 - d. Cardiopulmonary resuscitation (CPR) and first aid

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- e. Personal hygiene
 - f. Tobacco/vaping prevention
 - g. Opioid, drug prevention, and other substance use disorders (SUD)
11. Administer and coordinate first aid and emergency care, as needed; ensure that at least three (3) staff members per school are CPR and first aid certified.
 12. Make appropriate medical, mental health, and dental referrals for students and family members to state and local agencies; follow up, as needed.
 13. Visit homes of students to identify possible health-related reasons for chronic absences; provide education and referrals, as needed.
 14. Provide staff training to respond to student emergencies such as administration of Epi-Pens for anaphylaxis or administration of Narcan for opioid overdose.
 15. Perform prioritized public health nurse functions within the community, as assigned.
 16. Respond to public health emergencies as required by the Department or Division Administration; carry mobile phone or other emergency communication devices during work hours and at all other times when unavailable by phone at home.
 17. During times of emergency or pandemic, Job duties may be modified as needed, and may be significantly different from primary duties.

May perform duties from the following functional area:

Special Education

1. Perform regular assessments of assigned students with various disabilities; evaluate vital signs when appropriate and follow up on abnormalities, as needed.
2. Respond to emergencies when life or wellbeing is threatened; determine when to call emergency services and document appropriately.
3. Create and coordinate student care plans, obtaining final approval from physicians and parents; train teachers, aides, bus drivers, and others on how to care for the student in the absence of the school nurse.
4. Communicate professionally with parents on an ongoing basis about the care of their child and ensure they are aware of any changes or concerns.
5. Serve as a member of the special education team; collaborate with school personnel regarding safety plans.
6. Perform nursing procedures in consultation with the parents and student's physician when appropriate, including but not limited to tracheostomy suctioning, emergency tube replacement, G Tube feedings, and emergency G Tube replacement; administer emergency medications as directed by the student's care plan and physician orders.
7. Train approved school personnel to administer medications or special feedings according to care plan; evaluate their ability to do so appropriately; ensure proper and timely documentation.

Knowledge, Skills, and Abilities

- Current knowledge of physical, mental, and community health issues
- Knowledge of appropriate handling of protected health information (PHI)

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- Knowledge of nursing procedures
- Knowledge of immunization protocols and practices
- Knowledge of common chronic diseases
- Skilled in using computer applications or programs unique to school districts and the Utah County Health Department
- Skilled in written and verbal communication
- Skilled in emergency and first aid response
- Skilled in performing injections and venipuncture
- Skilled in the use of health screening equipment
- Ability to establish rapport and maintain cooperative work relationships
- Ability to interact in a professional manner with people from varied educational, socio-economic, and cultural backgrounds
- Ability to maintain organized and accurate medical records
- Ability to teach health-related issues and lead discussions for large and small groups

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment

This job typically operates in an environmentally controlled setting such as an office, school, or client's home but may require daily travel from one work site to another location. This position requires frequent contact with the public, which exposes incumbent to others' illnesses and to possible high-stress or dangerous situations, including confrontational, emotionally charged, or uncomfortable circumstances. Incumbent may be exposed to contagious or infectious diseases or hazardous chemicals, and work often requires the use of personal protective equipment (PPE) such as gowns, masks, eye shields, and gloves. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopier, shredder, and filing cabinets. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is

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required to type, file, and lift office supplies weighing up to thirty (30) pounds. The employee regularly drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand, and incumbent may be contacted at any time during emergency situations and during off hours as required by department policy.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Associate degree in Nursing from an accredited college or university.

Preferred Education and Experience

1. Preference may be given to candidates with a bachelor’s degree in nursing.
2. Preference may be given to candidates who are bilingual in English and Spanish.

Additional Eligibility Qualifications

1. Applicant must possess either a current State of Utah Registered Nurse license, a current State of Utah Temporary Registered Nurse license, or a current out-of-state registered nurse license recognized through interstate compact legislation. Incumbents possessing temporary or out-of-state licensure must obtain a State of Utah Registered Nurse license during the probationary period for new hires or during the trial period for promoted County employees.
2. Incumbents must possess Basic Life Support (BLS), CPR, and first aid certifications.
3. Incumbents must successfully complete annual training required to maintain licensure and certifications.
4. Applicant must possess a current driver license and obtain a valid State of Utah driver license within sixty (60) days of employment.
5. Selected applicants will be required to submit to a pre-employment drug screen and background check.
6. Selected applicants shall follow UCHD immunization and TB policy for healthcare workers.

Career Ladder Advancement

For career ladder advancement from a lower classification level of this series to a higher one, there must be funding in the budget and the employee must:

1. Possess the required licensure and certifications of the higher classification level.

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2. Meet the education and experience requirements and the class characteristics of the higher classification level.
3. Receive written recommendation from the department head.
4. Receive approval from the Director – Human Resources.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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