

**District Registered Nurse/ Nursing Supervisor**

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
JOB DESCRIPTION**

**Job Title: District Registered Nurse  
/Nursing Supervisor**

**Department: Central Office**

**Grade 502**

**H.P.D. 8**

**D.P.Y. 220**

**Date Reviewed: July 2021**

**Reports To: Safety and Health  
Department**

**Purpose of Job**

The purpose of this job is to improve student outcomes by recruiting and maintaining a high quality nursing staff and substitute nursing pool, providing policies and procedures that promote student health and safety, and providing necessary education to the nursing staff and other district employees. The District RN will also assist with functions to minimize occupational and student injuries and health hazards by assisting in the administration and management of the school district Risk Management and On-the-Job Injury Program, Occupational Safety and Health Program, Nurse Health Services Program, and OnSite Medical Program Operations. Serves as a consulting resource for staff involved in providing health services. Reports to the Safety and Health Director.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

**TRAINING**

Assist in coordination and conducting of New Employee Safety Training Program and Annual Refresher safety compliance training including: OJI, OSHA Safety Training, and Internal Communications.

Conducts annual Hands Only CPR and AED training to all employees through Annual Employee Training.

Assists Safety and Health Director in conducting training programs of supervisors in safety supervision and coordinate adequate job instruction procedures and safety training of all

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employees for compliance of mandated state and federal occupational health programs.

Coordinates with professional development to provide CPR/First Aid training to unlicensed staff members.

Provides BLS CPR training to nurses that are employed at schools as well as substitute nurses and OnSite Clinic medical providers and nurses.

Provides orientation for new nursing personnel.

Provides training and guidance to school nurses based on health related issues.

Trains unlicensed personnel, including transportation, to assist in the self-administration of medication. Provides emergency training in Diabetes/Glucagon administration, Severe Allergies / Epinephrine Administration, Seizure/ Diastat administration, and Adrenal Insufficiency / Solumedrol administration according to Tennessee state law.

### **INSPECTION AND INVESTIGATION**

Reviews and investigates all medication incident reports. Provides remediation or corrective action as indicated.

Completes all clinic audits in a timely fashion and follows up on any deficiencies.

Investigate all parent/guardian complaints related to health / nursing concerns and provides appropriate remediation or corrective action as indicated.

Assists Safety and Health Specialist and Director in inspecting and evaluating CMCSS property and operations, safety practices and hazardous situations, and preparing written reports of findings and recommendations for correction of unsafe condition or conditions which violate occupational health standards.

Regularly visit departments to answer any health and safety related questions.

Updates all departmental forms as necessary

### **CLAIMS ADMINISTRATION AND DATA COLLECTION**

Assists in handling duties for Emergency Management, including Emergency Response Plan Coordination and Development, Site Hazard and Security Assessments, and National Incident Command System Compliance.

Assists with Medical Emergency Response Teams and their compliance.

Assists the Safety and Health Director in compiling reports on data and trends related to the On-Site Medical Program.OJI Claims Filing / Administration- acts as a Case Manager – Attends appointments with injured employees acting as a nursing consultant between medical provider and injured employee. Communicates with medical provider to expedite return to full / modified duty. Approves prescriptions at designated OJI pharmacies. Assists in the administration of the On the Job Injury Program to include all facets of employee injury claim administration, medical

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management, medical bill review, and payment authorization. Assists in managing the complete self-administration of our employee injury program which serves more than 4000 employees.

Collects immunization information and completes Annual Kindergarten Compliance Assessment

Collects school clinic data and completes annual Health Services Survey

### **PROGRAM ADMINISTRATION AND OTHER DUTIES**

Assists the Safety and Health Director in the provision, coordination and direction of CMCSS Health Services Department. The Health Services program provides medical services for more than 34,000 students and consists of the supervision of 40 individual school nurses and substitute nurse pool. The program provides general and advanced care for students including the severely disabled, administration of the insurance trust flu vaccination program, student immunization compliance and record keeping, and adherence and reporting on all related state reports and regulatory compliance requirements.

Assists in compliance of school health services with applicable federal and state laws, regulations, and department policies.

Prepares health reports for Board of Education and the Tennessee Department of Education.

Assigns, manages, and reviews work of school nursing staff ensuring compliance of nursing standards throughout the system. Coordinates and plans for nursing activities and interventions.

Assists Coordinated School Health Supervisor with implementing state mandated screenings.

Updates district policies and provides training to nursing staff to ensure understanding of student immunization requirements. Excludes noncompliant students from school as indicated.

Coordinates nursing staffing on a daily basis. Works with the Substitute Department to ensure coverage of all nursing procedures and floats nursing staff as indicated.

Assists in developing policies, procedures, and work standards for school health services program.

Reports to parents, school personnel, physicians, clinics, and other agencies on school medical matters. Serves as a resource person regarding health issues and corresponds with parents regarding student health needs.

Authorizes exclusion and re-admission of students in connection with infectious and contagious diseases.

Attends committee meetings and conferences regarding health service and health curriculum, acting as a liaison between school system and other agencies.

Assist with interpretation of OSHA, TOSHA, EPA, DOT, NRPA and other related standards to management personnel of the school system.

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Assist with SDS, Chemical Inventory, and OSHA Hazard Communication Program, and any other Risk Management / Safety / OJI Programs. Also assists in coordinating the placement of SDS's online on the CMCSS website.

Works to continuously improve developed policies, procedures, and work standards for school health services program.

Assists the Safety and Health Director in developing, maintaining, and revising policy and procedures for implementation of safety and occupational health programs, CMCSS loss history and risk management reports, cost and premium allocations.

Attends departmental safety meetings, internal / external seminars and training sessions as required to remain knowledgeable of safety trends and to promote improved job performance, maintains an orderly office environment.

Creates Individualized HealthCare Plans based on the nursing process for students with acute and chronic medical needs.

Performs annual and as needed clinic audits and evaluations for school nurses assigned to the school system.

Assists with the coordination and setup of Alive and Well / Staff wellness events.

### **Additional Job Functions**

Performs other duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Licensed as a Registered Nurse. Bachelor's degree preferred. Combination of training and experience equivalent to or superior to the foregoing requirements. BLS CPR Certified. First Aid. Tennessee Driver's License

### **KNOWLEDGE OF JOB**

Has general knowledge of the policies, procedures, and activities of the School System and Safety practices as they pertain to the performance of duties relating to the job of Registered Nurse/ Nursing Supervisor. Has general knowledge of Scholl System and Safety practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear, and effective manner. Have good organizational, human relations and technical skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and

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related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations.

### **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of automated office machines and equipment which includes a computer, printer, copy machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information. This includes giving assignments and/or directions to co-workers or assistants

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Registered Nurse/ Nursing Supervisor. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Registered Nurse/ Nursing Supervisor.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency.

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**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**