

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

Job Title: Individual Health Plan Coordinator /
Registered Nurse **Department:** Central Office

Grade K
H.P.D. 8
D.P.Y. 210

Date Reviewed: August 2021

Reports To: District RN/Safety
and Health

Purpose of Job

The purpose of this job is to improve student outcomes by managing school health services in collaboration with the District RN, Safety and Health Director, School Administrators and other CMCSS leadership. The Individual Health Plan Coordinator (IHP Coordinator) may independently, within their scope, triage, assess students, interpret clinical student data, develop student individual health plans and make decisions regarding a student's nursing care. They will work with the school nurses, school teams and parents to develop and implement IHPs for medically complex children. They will also assist the District RN in the orientation of school nurses, and assist with school staff trainings and students education.

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.

COORDINATION AND TRAINING

Assist District RN with nursing annual trainings as requested.

Assist school coaches with emergency response plans and drills.

Conduct trainings for volunteer school staff in medication administration, emergency medication administration, diabetes, seizures/Diastat and adrenal insufficiency as requested.

Educate and assist nursing staff in planning Medical Emergency Response Teams and drills.

Serves as a preceptor for new nursing personnel.

Assists licensed practical nurses as needed.

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

Provides training to school staff on medically relevant topics.

COORDINATION OF INDIVIDUAL HEALTH PLANS

Work with school nurses, students and families to ensure IHPs meet the needs of students with chronic medical conditions.

Organize meetings with parents, school administration, faculty and school nurses for students with severe chronic medical conditions to ensure all health needs are addressed.

Develop IHPs for CMCSS students with chronic medical conditions according to the TN Department of Educations, Coordinated School Health Guidelines.

Function in accordance within the Standards of Professional School Nursing Practice, the Nurse Practice Act, and Federal and State statutes that impact school nursing practice.

Provide preventative health information to school nurses, school staff, students and families.

Provide nursing assessments and nursing diagnoses and develops Individual Health Plans for students with chronic medical conditions.

Implement interventions within the IHP directly, through delegation, or through the provision of oversight, and coordination to other responsible staff based on consideration of health, safety and welfare of the student.

Coordinate in-school health care with the student's health care providers.

Maintain health records and data according to District policy

Assist with the preparation of health reports for Board of Education and Tennessee Department of Education as requested

OTHER ESSENTIAL CLINIC DUTIES

Serves as a resource to school nurses in regards to policy and procedures.

Assists in clinics as needed.

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. American Heart Association BLS CPR/ First Aid Certified. CPR Instructor status preferred. Tennessee Driver's License

KNOWLEDGE OF JOB

Has considerable knowledge of the policies, procedures, and activities of the School System and supervisory practices as they pertain to the performance of the Individual Health Plan Coordinator/Registered Nurse. Has thorough knowledge of health practices, supervisory and public relation techniques 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, computer operations, equipment needs, etc. as they pertain to health 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 made written reports and documents in a concise, clear and effective manner. Has good organizational, management, interpersonal, and technical skills. Is able to use independent judgment and discretion in supervising subordinates, including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems

(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 Individual Health Plan Coordinator/Registered Nurse. 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 Individual Health Plan Coordinator/Registered Nurse.

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.

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.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date