

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

**Job Title:** Registered School Nurse

**Department:** Central Office

**Grade** I  
**H.P.D.** 7.5  
**D.P.Y.** 196

**Date Reviewed:** July 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, principal and other CMCSS leadership. The School RN may independently, within their scope, triage, assess students, interpret clinical student data, develop student individual health plans and make decisions regarding student nursing care.

**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.**

**SUPERVISION AND TRAINING**

Provide annual training to school staff regarding health services

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

Conduct medical emergency response training to staff, including hands only cpr and serve as a facilitator for the school's Medical Emergency Response Team.

Serves as a preceptor for new nursing personnel.

Provides training to school staff on medically relevant topics

Provides training to students on health and age specific topics

**SCHOOL CLINIC MANAGEMENT**

Manage the school's health services in compliance with District policy

Function in accordance with the Standards of Professional School Nursing Practice, the Nurse

Practice Act, and Federal and State statutes that impact school nursing practice.

Provide preventative health services to students including health education, screening, consultation and referrals.

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

Implement interventions within the Individual Health Plan 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

Prepare required health reports for Board of Education and Tennessee Department of Education.

Conduct annual Health Screenings to applicable students, refer students who do not pass screenings, follow up on referrals and complete annual screening report.

#### **OTHER ESSENTIAL CLINIC DUTIES**

Creates school schedule for ordered medical procedures. Completes ordered student procedures according to District policy. Some examples of procedures are urinary catheterizations, tube feedings, tracheostomy care, suctioning, carb counting, etc.).

Creates school schedule for medication administration, and administers medications according to District Policy.

Reviews all Tennessee Certificate of Immunizations and ensures compliance with Tennessee Board of Educations and District Policies for applicable grades (Elementary schools – Pre-Kindergarten, Kindergarten and new students, Middle Schools – 7<sup>th</sup> grade and all new students, High Schools – all new students).

Serves as a resource person regarding health issues and corresponds with parents regarding student health needs.

#### **Additional Job Functions**

Coordinates separate Health Screening Room (HSR) during periods of communicable disease or pandemic as advised by the Tennessee Department of Health and Tennessee Department of Education

Creates a Student Assessment Team (SAT) in the school to assist in the HSR during periods of communicable disease and pandemic. Provide guidance to the SAT

Serve as a resource for school administrators and staff during periods of communicable disease, including contact tracing and student exclusions from school

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 considerable knowledge of the policies, procedures, and activities of the School System and supervisory practices as they pertain to the performance of the Registered School 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 Registered School 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 Registered School 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**