



SUBSTITUTE SCHOOL NURSE ACKNOWLEDGEMENT LETTER AND COMPETENCY AGREEMENT

CMCSS hires **Substitute school nurses** with the expectation that they will work a limited number of hours and are used on an “as needed basis” when staffing and / or scheduling issues warrant. **Substitute school nurses** do not have a regular schedule and are not guaranteed a specific number of hours to work.

The **Substitute school nurse** classification was allowed for greater flexibility in scheduling employees to cover peak workload times or when circumstances warrant additional staff. Substitute nurses may be excluded from specific schools by the Substitute Office per Administrators request.

Substitute school nurses are not eligible to participate in sponsored benefit programs such as medical, dental, vision, life insurance, or long term disability. **Substitute school nurses** do not earn sick leave or accrue vacation time. **Substitute school nurses** are not eligible for holiday pay, call-in pay, or on-call pay. CMCSS does not participate in the TN Workers Compensation Program.

CMCSS substitute school nurses must be able to demonstrate the knowledge and skill necessary to provide competent nursing care to our students. Competency in both knowledge and skills will be evaluated by the District RN or designee. This may be observed through demonstration, testing, observation or verbal understanding.

The following annual requirements are required for continued employment with CMCSS. Annual requirements:

- Participation in scheduled in-service’s and meetings.
- Complete Competency Test yearly with 80% pass rate, if score is below 80% a retraining of two days will be required with a designated school nurse. The test will need to be retaken within two months and after the two days of retraining. If score is below 80% after second attempt a competency assessment will be conducted with the District RN. For new hires this test will be taken at 6 months.
- Complete online trainings as assigned.
- **Substitute school nurses** are required to work twice every 30 school days during the schools’ calendar year to continue employment with CMCSS.
- Performance will be evaluated annually and/or as needed by the District Registered Nurse.
- Satisfactory completion of accepted assignments.
- Free from excessive cancelations

I, _____ agree to the terms of this policy.

Employee Name (print)

Employee (signature)

Date