

Educational Service Center of Medina County

Job Description

Title: Registered Nurse/Aesop/Scheduling

Reports To: Director of Nursing Services, Lead Nurse, and Building Principal

Supervises: Registered Nurse to supervise LPN/Health Assistants to assure the safe and effective performance of delegated tasks in collaboration with the Director of Nursing Services

FLSA Status: NON-EXEMPT

Qualifications:

- Licensed as a Registered Nurse in accordance with the Ohio Board of Nursing
- Ohio Educational Aide certificate or licensed as a school nurse, in accordance with the ODE
- Previous experience as a licensed school nurse or public health nurse preferred
- Self-directed and able to learn required skills for the position
- Ability to physically manage students with disabilities
- Congenial disposition and strong interpersonal and organizational skills
- RN Licensure in good standing with the Board of Nursing
- Experience with personal computers
- Current CPR/AED certification
- Previous experience with scheduling
- Ability to learn and utilize the Aesop system/compatible program
- Completes documented evidence of a clear criminal record.
- Possesses a valid Ohio driver's license

Description:

Provide health services that support the educational mission and goals of the school/district and the ESC. Assist the department through substitute services and maintaining staffing assignments.

Key Functions:

Ethical and Professional Attributes and Behaviors:

1. Implements the Educational Service Center of Medina County's philosophy of "Making yourself indispensable."
2. Cooperates with the philosophy and operational procedures of the local, city, or joint vocational school; nonpublic school; or other contracted agency.
3. Maintains a positive working relationship with personnel from the county and all contracted schools or agencies.

4. Represents the ESCMC and its service schools with professionalism at all times.
5. Demonstrates integrity and ethical behavior at all times.
6. Maintains confidentiality in all job-related discussions and communications.
7. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.
8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
9. Is regular and prompt in attendance.
10. Dresses professionally and appropriately for the position. Exhibits personal habits and behavior that are professional and appropriate for the position.
11. Seeks opportunities to improve skills and grow professionally.
12. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
13. Responds quickly to directives from the Superintendent.

Essential Functions:

1. Maintains the health clinic to provide clinical nursing care services to students and staff, managing chronic health conditions and basic first aid care
2. Informs parents/guardians of significant illness or injury
3. Upholds board policies and follows administrative procedures
4. Promotes a positive image of the ESCMC and the local school district with staff, students, and parents
5. Maintains individual health records, clinic logs, state reports, and related documentation of nursing services
6. Maintains written and verbal confidentiality at all times
7. Assists in disease control programs by enforcing local and state immunization laws, screening for lice and communicable diseases
8. Performs/assists with procedures and health care planning for students with special health care needs
9. Participates in or advises regarding school/district wellness initiatives and health and emergency planning
10. Participates in identifying, planning, and providing health/safety curricula, instruction, materials, and promotion activities for the school community
11. Demonstrates knowledge of child adolescent development appropriate for the age of student population being served
12. Demonstrates medical knowledge and skill in nursing techniques and performs skilled nursing procedures in a safe, competent, and efficient manner
13. Maintains and administers student medication as prescribed by the physician according to district policy and federal and state guidelines
14. Conducts selected health screenings for identified grades, new to district students, and referrals; initiates health referrals and implements appropriate follow-up for vision, hearing, and scoliosis screenings
15. Identifies and initiates referrals to appropriate health, community, and social service agencies and acts as the liaison for students, families, and school personnel
16. Monitors school environment and takes precautions to ensure student safety; monitors behavior and does not leave student unsupervised

17. Follows standards of professional and ethical nursing practice and guidelines as defined by the American Nurses Association, Ohio Board of Nursing, and others relevant to nursing in the school setting
18. Maintains a medical alert list for the school population
19. Provides adequate training and ongoing monitoring of LPN/Health Assistant performance
20. Maintains current inventory of clinic supplies and equipment
21. Delegates nursing tasks to unlicensed assistive personnel in accordance with the rules set forth by the Ohio Nurse Practice Act
22. Effectively manages time and organizes the workload to meet demands, schedules, and deadlines
23. Promotes the proper use and care of school property
24. Reports evidence of suspected child abuse as required by law
25. Professionally engages in and completes other duties as assigned by the Director
26. Assists the Director in the management and evaluation of the nursing services
27. Lead RN assists with problem solving and acts as a link to the Director

Other Duties and Responsibilities:

1. Reacts productively to interruptions and changing conditions
2. Averts problem situations and intervenes to resolve conflicts
3. Performs activities that may require reaching, crouching, and/or kneeling
4. Displays professional behavior in regard to appearance, demeanor, punctuality, and attendance
5. Must have reliable transportation for travel to meetings and work assignments
6. Accepts responsibility for personal decisions and conduct; strives to develop rapport and serve as a positive role model for others
7. Participates in staff meetings and professional growth activities as directed
8. Collects activity logs from all staff members and maintains a running record of hours used for each customer district.
9. Maintains equipment, i.e., audiometers and ESCMC AED machine. Notifies the Assistant regarding ordering.
10. Manages substitute staffing and the Aesop system for the Nursing Department.
11. Performs any or all other duties as assigned.
12. Provides substitute Nursing Services staffing as required.

Additional Working Conditions:

1. Potential exposure to blood, bodily fluids, and tissue.
2. Occasional operation of or passenger in a vehicle under inclement weather/driving conditions.
3. Potential interaction among unruly children.
4. Assume responsibility of maintaining up-to-date knowledge of technology utilized by the district.
5. Occasional requirement to lift and carry up to a maximum of 20 pounds.
6. Occasional requirement to push and pull up to a maximum of 100 pounds (e.g., copier, tables).
7. Frequent requirement to work past scheduled hours on any given day due to emergencies and illnesses.

Required Training:

1. All online trainings currently required by the ESC.
2. Any and all trainings/professional development mandated by the ESCMC, ODE, USDOE, ODH, ORC, OSHA and/or needed to maintain appropriate certification/licensure for the position held.

Affirmative Action and EEO Policy

It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

Governing Board Adopted: August 27, 2018

Revised by Governing Board: November 19, 2018