

Educational Service Center of Medina County

Job Description

Title: Registered Nurse/Communicable Disease District Liaison

Reports To: Director of Nursing Services and/or ESC Superintendent

Supervises: Registered Nurse to supervise RN/LPN/Health Assistants to assure the safe and effective performance of delegated tasks, most notably to provide COVID-related assistance to school districts, 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
- Shall obtain a Ohio Educational Aide certificate or licensed as a school nurse, in accordance with the ODE
- School Nurse License preferred - or must be able to obtain within an agreed upon time frame with the employer.
- Complete Communicable disease training course upon hiring
- 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
Experience with personal computers
- Current CPR/AED certification
- Previous experience with scheduling preferred
- 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. Assist with Communicable disease training, reporting and contact tracing.

Key Functions:

- Provide COVID (and general communicable disease) related supports to districts
- Learn and understand the structure of the nursing department
- Be able to demonstrate vision for the future of the nursing program

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 oncontracted 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 Director/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. Ensures compliance in data collection, planning, and dissemination of information regarding communicable disease.
9. Provides leadership and acts as a liaison between community agencies and the school community.
10. Applies knowledge, basic principles, practices, teaching methods related to the age, gender, race/ethnicity, educational level and socioeconomic status of members of the school community.
11. Assists the health dept. with data collection, identifying trends that adversely affect the health of the school population.
12. Follows guidelines for communicable disease teaching methods.
13. Performs/assists with procedures and health care planning for students with special health care needs
14. Participates in or advises regarding school/district wellness initiatives and health

- and emergency planning
15. Participates in identifying, planning, and providing health/safety curricula, instruction, materials, and promotion activities for the school community
 16. Demonstrates knowledge of child adolescent development appropriate for the age of student population being served
 17. Demonstrates medical knowledge and skill in nursing techniques and performs skilled nursing procedures in a safe, competent, and efficient manner
 18. Maintains and administers student medication as prescribed by the physician according to district policy and federal and state guidelines
 19. Conducts selected health screenings for identified grades, new to district students, and referrals; initiates health referrals and implements appropriate follow-up for vision, and hearing screenings
 20. Identifies and initiates referrals to appropriate health, community, and social service agencies and acts as the liaison for students, families, and school personnel
 21. Monitors school environment and takes precautions to ensure student safety; monitors behavior and does not leave student unsupervised
 22. 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
 23. Maintains a medical alert list for the school population
 24. Provides adequate training and ongoing monitoring of LPN/Health Assistant performance
 25. Maintains current inventory of clinic supplies and equipment
 26. Delegates nursing tasks to unlicensed assistive personnel in accordance with the rules set forth by the Ohio Nurse Practice Act
 27. Effectively manages time and organizes the workload to meet demands, schedules, and deadlines
 28. Promotes the proper use and care of school property
 29. Reports evidence of suspected child abuse as required by law
 30. Professionally engages in and completes other duties as assigned by the Director
 31. Assists the Director in the management and evaluation of the nursing services
 32. 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: December 21, 2020