Navasota ISD Substitute Nurse

Job Description

Provide students with appropriate learning activities, instruction, and supervision by implementing the lesson plans as directed by the absent teacher, principal, or other responsible staff.

**Education/Certification:**

Graduate of an accredited professional nursing education program

Valid registered nurse license to practice professional nursing in Texas from the State Board of Nurse Examiners.

Certified by Texas Department of Health to conduct vision, hearing, and scoliosis screening.

CPR Certification

Valid Texas School Nurse Certificate

**Special Skills:**

Provide temporary and emergency care for sick and injured students or staff Management according to district policy and procedures.

Serve as health advocate for students.

Notify parents of accident or illness and secure medical care for students in emergency cases (if parents or emergency contact cannot be reached).

Coordinate a management system to administer medications to students at school. Administer medications according to district policy and procedures.

Perform screening procedures as required by the Texas Department of Health, Texas Education Agency, and district policy. Make appropriate referrals as necessary.

Develop and coordinate a continuing evaluation of the campus health program and implement changes based on the findings.

Maintain a program on prevention and control of communicable diseases.

Participate in the implementation of the campus health education curriculum and provide health education to individuals and groups.

Provide health counseling and instruction on an individual basis. Consultation

Serve as health liaison between school, physicians, parents, and community.

Assess student problems and make appropriate referrals, working with students, teachers, parents, and the medical and health care community as needed.

Participate in the Admission, Review, and Dismissal Committee, crisis teams, child abuse situations, and school committees.

Make home visits concerning health problems as necessary with permission of the principal.

Communicate regularly with principal and health services coordinator regarding health services issues.

**Administration:**

Review and evaluate immunization records.

Enforce procedures to ensure proper administration, safety, and security of medications, first aid or health supplies, and campus health equipment.

Supervise and train LVN(s) in clinic procedures and responsibilities according to district policy.

Compile, maintain, and file all reports, records, and other documents required, including clinic records and accurate, updated health records on all students.

Requisition supplies and equipment needed to maintain clinic inventory.

Comply with policies established by federal and state law, Texas Department of Health rule, State Board of Education rule, and board policy in health services.

Report potential health and safety hazards to principal.

**Professional:**

Articulate the district's mission and goals in health care services to the community and solicit its support in realizing the mission.

Comply with all district and campus routines and regulations.

Maintain certification in CPR, vision, hearing, and scoliosis screening, and as a health screener.

Demonstrate behavior that is professional, ethical, and responsible.