

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

PUBLIC HEALTH NURSE

REPORTS TO: Executive Director
SUPERVISES: No supervisory responsibilities.

DEFINITION: Under the direction of a school nurse, assist in the maintenance of the school health program and provide specialized physical health care services for students with special needs enrolled in SLOCOE programs.

QUALIFICATIONS:

Required:

1. Valid California license to practice as a Registered Nurse.
2. Valid California Public Health Nurse Certificate.
3. Audiometer Certificate is required as a condition of continued employment in some positions.
4. Training, as required by California Code of Regulations or experience to perform vision assessments on students.
5. Current valid certificate of competency in cardiopulmonary resuscitation from an approved program.
6. Above certificates, trainings, or licenses are required at the time of application and must be maintained throughout employment.
7. Two years nursing experience.
8. A valid California driver's license.
9. Ability to obtain Federal Bureau of Investigation and California Department of Justice fingerprint clearance as required by California Education Code.

Desired:

1. Experience in a school district or COE.
2. Experience with special education students.

KNOWLEDGE AND ABILITY:

1. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
2. Ability to establish and maintain positive and effective working relationships with diverse populations.
3. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
4. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
5. Ability to deal with problems or issues rising out of a variety of often unpredictable situations.
6. Ability to work effectively with individuals and families to assist them in the satisfactory solution of health problems.
7. Ability to recognize and respect the impact of cultural, ethnic, and linguistic differences on health care practices.
8. Ability to act as a liaison with other agencies to coordinate care of clients.
9. Ability to maintain complete and accurate records and reports.
10. Ability to maintain strict confidentiality.
11. Knowledge of principles and practices of nursing and public health nursing including health maintenance and disease prevention.
12. Knowledge of community emergency medical resources.
13. Knowledge of specialized medical procedures and techniques for students requiring specialized physical health care services.
14. Knowledge of universal precautions and control of infectious diseases.
15. Knowledge of the effects of physical, social, and emotional factors on health.
16. Knowledge of principles and techniques of teaching, counseling, interviewing, and history taking.

17. Knowledge of resources available through other health and welfare agencies, and integration and linkages between community agencies.
18. Knowledge of special education functions, codes, and mandates.

ESSENTIAL FUNCTIONS:

1. In collaboration with the School Nurse, implement the school health program. Participate in referrals and follow-ups as necessary.
2. Provide specialized physical health care services, identified as catheterization, gastric tube feeding, suctioning, or other services that require medically related training as determined by a physician or school nurse, to students with special needs.
3. Train and monitor qualified designated school personnel who provide specialized physical health care services that have been determined by a physician or school nurse.
4. Review, observe, coordinate, and/or instruct qualified designated school personnel in the performance of specialized physical health care services as determined by a physician or school nurse. Ensure equipment and physical environment of students are appropriately maintained.
5. Provide consultative services as requested, regarding the management of health care services.
6. Communicate the school health program to families and the community.
7. Make appropriate referrals and maintain communication with health agencies that provide care to students with special needs.
8. Perform health counseling services for special education students.
9. Attend parent meetings and IEP team meetings as requested.
10. Attend school nurse meetings as required.
11. Maintain and control required records in a neat, orderly, and accurate fashion.
12. Prepare and submit reports in a timely manner.
13. Work cooperatively and effectively with students, parents, staff, personnel, and the public.
14. Perform other duties as required within the scope and skill level of the job classification.

ENVIRONMENT:

School, home, group home, hospital and clinic.

PHYSICAL DEMANDS:

1. Dexterity of hands and fingers to operate a variety of computer equipment.
2. Seeing to view a computer monitor and read a variety of materials.
3. Hearing and speaking to exchange information.
4. Sitting or standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Lifting, carrying, pushing or pulling moderately heavy objects (25 to 50 pounds).

Grade Allocation:	Accountability of time: Executive Director
Adopted: 8/9/07; 1/23/08	Tasks assigned by: Credentialed School Nurse
Revised: 12/6/07	Evaluated by: Executive Director
	Hiring authority: Executive Director