

JOB TITLE
HEALTH SERVICES NURSE
PRACTITIONER

DIVISION
ADMINISTRATION

REPORTS TO
APPROPRIATE SUPERVISOR

SALARY SCHEDULE & GRADE
I I, GRADE 8

LENGTH OF WORKYEAR
AS APPROVED BY THE BOARD

DATE
JUNE 27, 2011

SCOPE OF RESPONSIBILITIES

Functions in an expanded nurse practitioner role as defined by the Kentucky Board of Nursing Scope of Practice. Serves as a consultant to school, family resource/youth service center staff, and other JCPS departments in communicating between home, school, and community to assist in meeting the school health requirements, and follow up on health concerns as applicable to assigned location. Plans and implements a Coordinated School Health (CSH) program as defined by the Centers for Disease Control, with specific emphasis on the health services component.

PERFORMANCE RESPONSIBILITIES

1. Provides assessment, counseling, education and management including diagnosis, and prescribing treatment of common health conditions as supported by appropriate clinical standards of care resources (i.e. *Clinical Guidelines and Family Practice Constance R. Uphold and Mary V. Graham*) in cooperation with parents, healthcare providers, and collaborative physicians.
2. Promotes wellness and performs/arranges the prevention and control of communicable diseases to ascertain improved attendance, including securing and administering the *Vaccines for Children* program.
3. Consults with and serves as liaison to staff, parents, students, healthcare providers and community agencies on health-related issues.
4. Secures a complete health, psychosocial, and physical history and records findings in a systematic, accurate and succinct form, as applicable to assignment and/or needed.
5. Performs complete physical examinations and appropriate medical procedures and treatment as needed.
6. Monitors and assists with planning, developing and implementing CSH programs and services to meet district departments and individual school health needs under the direction of the health services coordinator.
7. Provides training to staff, parents, and students on health-related issues.
8. Keeps current on medical information, public health issues, and treatment procedures, and maintains current certification in first aid and CPR including instructor's certificate.
9. Works in cooperation with and provides trainings for other district school nurses/nurse practitioners, and provides oversight and supervision for district nurses (LPN and RNs), along with contract agency nurses with fulfilling the medical needs of students.
10. Maintains records and prepares necessary forms and reports, etc. according to program standards.
11. Acts as a resource for all health concerns in the district and assists with staff wellness programs.
12. Conducts home visits in conjunction with Pupil Personnel and the FRYSC and educates/treats/refers as needed to ascertain improved attendance.
13. Collaborates with district departments, parent advisory committees, health care providers, mental and dental health providers, youth and family service programs, health management and local colleges and universities to serve and act as health/medical mentors and preceptors for universities and colleges.
14. Duties will include performance of medical services, for which training will be provided.
15. Performs other duties as assigned by the supervisor.

PHYSICAL DEMANDS

The work is primarily sedentary unless performing certain health services. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving exposure to marked changes in temperature and humidity, and driving automotive equipment.

MINIMUM QUALIFICATIONS

1. Current license as a Kentucky Registered Nurse
2. Certified as an Advanced Practice Registered Nurse (APRN) Practitioner in the State of Kentucky
3. Master's Degree
4. Current Family or Pediatric Nurse Practitioner Certification
5. Two (2) years successful nursing experience

DESIRABLE QUALIFICATIONS

1. Experience in community and pediatric/adolescent nursing
2. Classroom teaching experience

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