

# POSITION DESCRIPTION / PERFORMANCE EVALUATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
**Program: Health Network for Rural Schools** **Supervised by: HNRS Program Director**  
**Job Title: School Nurse** **Supervision Exercised: None**

**PRIMARY FUNCTION:**

The school nurse is responsible for delivering specified nursing services to student in assigned school districts. Emphasis is placed on providing services to students in the elementary or middle grades, although services are not denied to high school students. The school nurse functions as a health team member in meeting the objectives of the program in the schools assigned. Contact with parents or guardians is an important aspect of the job.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

1. Bachelor's Degree in Nursing from an accredited School of Nursing
2. Possess, or be eligible for) Oregon registered nurse license without restrictions
3. Current first aid and CPR certification
4. Past experience should show satisfactory to superior job performance
5. Must possess quality writing and verbal skills

**E = Exceeds the Standard**

**M = Meets the Standard**

**NI = Needs Improvement**

<b><u>Principle Duties and Responsibilities:</u></b>	<b><u>E</u></b>	<b><u>M</u></b>	<b><u>NI</u></b>	<b><u>Comments</u></b>
Provides well student screening and assessment to include coordinating school-wide screening events.				
Monitors immunization status and arranges immunization clinics as needed.				
Provides assistance to students with urgent health needs. This includes providing assessment and first aid, contacting parents, making referrals, and assisting the student/family to obtain free or reduced fee health care, if necessary				
Assists students with psychosocial problems, to include crises intervention (when mental health professional is not available) and consultation with HNRS or other mental health professionals.				
Monitors students with chronic health needs to ensure that his/her health plan is being followed and that student is safe in the school.				
Collaborates with teachers, to conduct or assist with classroom health education.				
Provides training to school staff on mandatory health topics and on management of student health problems.				
Develops and stimulates community involvement by assuming leadership role in the HNRS advisory committee meetings, seeks ways to obtain community input into HNRS program, and pursues community health promotion activities.				
Plans and organizes the health room of each assigned school.				

<b><u>Principle Duties and Responsibilities:</u></b>	<b><u>E</u></b>	<b><u>M</u></b>	<b><u>NI</u></b>	<b><u>Comments</u></b>
Establishes and maintains confidential health record system.				
Compiles and evaluates projects statistics and participates in preparation of reports.				
Communicates the HNRS program goals to school staff, parents, and community agencies.				
Increases awareness of HNRS program and of health issues, including attending school open house events, and writing articles for school newsletters.				
Assists the OHSU School of Nursing Faculty in integrating nursing student clinical experiences with the HNRS program.				
Follows professional guidelines regarding ethics of client care and confidentiality as specified by licensing board, OHSU and HIPPA.				

<b><u>Knowledge, Skill and Ability Requirements:</u></b>	<b><u>E</u></b>	<b><u>M</u></b>	<b><u>NI</u></b>	<b><u>Comments</u></b>
Demonstrates knowledge of common childhood health concerns.				
Demonstrates knowledge of child development.				
Implements philosophy and objectives of the HNRS into clinical practice.				
Works cooperatively with assigned school district administration and staff.				
Demonstrates ability to work well in a team, respecting the contributions of others, including persons of different educational levels, abilities or cultures.				
Demonstrates the ability to make nursing assessments, make decisions within scope of practice, and to refer or treat the patient as the condition dictates.				
Documentation meets current standards and policies and is completed in a timely manner.				
Possesses ability to function independently and to recognize when consultation is appropriate.				
Provides health education on an individual or group basis.				

**Evaluation Summary:**

Director's Comments:

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List 2 Job Related Goals:

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How could the program director and/or OHSU help you to improve your job performance?

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How could the program director help to increase your job satisfaction here?

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Employee Comments:

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director Signature

\_\_\_\_\_  
Date