



HEALTH SERVICES NURSING SPECIALIST

GENERAL RESPONSIBILITIES

Under the guidance of the Coordinator, Health Services, the position is responsible for assisting with planning, supervising, and coordinating the overall health services program for students. Further, the position addresses the overall professional needs and concerns of the nursing staff and provides guidance as appropriate.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provide orientation, supervision, and professional consultation for each school's health program.
- Develop protocols and guidelines for nursing procedures used in the schools.
- Alert school and central office personnel about health regulations, trends, and problems.
- Assist in the screening, interviewing, and selection of school nurses and assistants.
- Provide orientation and ongoing advisement for new school nurses.
- Plan in-service and professional development activities to keep school nurses current in their specialty area and problems and issues affecting health services.
- Coordinate the procurement, maintenance, and repair of materials, equipment, and supplies used in school clinics.
- Assist and advise school nurses in the implementation of screening programs.
- Make routine visits to school clinics for on-site observation and consultation with nurses and administrators; assess the functioning level of school clinics.
- Work with school nurses to address general health service needs, concerns, and problems.
- Coordinate health services for summer school programs.
- Interpret the school health program for school personnel, parents, professionals, and community agencies.
- Act as a liaison between public health and schools in the areas of control of communicable diseases and public health regulations.
- Work closely with school staff to meet the special, complicated, and particular medical needs of individual students.
- Update and revise the Health Services Manual; maintain the nursing procedures manual.
- Coordinate BLS/CPR certification, and other trainings required for nursing staff.
- Coordinate the scheduling of students needing physical examinations for child study and special education placement.
- Assist in the completion of state and locally required reports.
- Serve on the Virginia Beach School Health Advisory Board, and boards and committees within the school division and throughout the community and area, related to the health services program.
- Advise special education personnel regarding medically needy students.
- Participate in the Capital Improvement Program planning for new school clinics and the remodeling of existing facilities.
- Provide on-going, annual training for school nurses regarding OSHA standards and exposure to bloodborne pathogens and other potentially infectious body materials.
- Work/participate actively with the school/community/city safety efforts and planning.
- Perform related work as required.



KNOWLEDGE, SKILLS AND ABILITIES

Comprehensive knowledge of the principles, standards, practices and techniques of professional and school nursing; comprehensive knowledge of the dangers inherent in and the precautions to be taken in the use of medications; thorough knowledge of the treatment, diagnostic, immunization and related medical services; ability to assign and supervise the work of professional personnel and to instruct them in practices and techniques; ability to accurately maintain student medical records and prepare reports; ability to establish and maintain effective relationships with associates, students, parents, physicians, subordinates and others contacted in the course of work; knowledge of all equipment used in the school clinics; superior written and oral communication skills, lifesaving skills, pharmacology knowledge; ability to conduct assessments in emergency and non-emergency situations, knowledge/use of universal procedures, supervisory and administrative ability.

EDUCATION AND EXPERIENCE

Required: Bachelor of Science in Nursing (BSN), current Virginia licensure as a registered nurse, and a current CPR certification. Graduate from an accredited nursing program. Must have extensive nursing experience in community, public health, pediatric, or school settings.

Preferred: National School Nurse Certification

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, reaching, and driving. Occasional standing and stooping. Work involves moderate exposure to infectious diseases, Ability to lift up to 20 pounds frequently and up to 50 pounds rarely. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

Regular and reliable attendance is an essential function of this position.