



Longview Independent School District

JOB DESCRIPTION LEAD REGISTERED NURSE

JOB TITLE:	Lead Registered Nurse	WAGE/HOUR STATUS:	Exempt
REPORTS TO:	Campus Principal	TERMS:	226 Days
DEPARTMENT:	Campus Assigned/ Administrative & Pupil Services	PAY GRADE:	Teacher Pay Schedule

PRIMARY PURPOSE:

Implement a comprehensive program of health services for the district; supervise district nurses and provide direct health services to students; promote health education and preventive health practices for students, staff, and parents

QUALIFICATIONS:

Education/Certification:

Graduate of an accredited professional nursing education program

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

Certification by Texas Department of Health to conduct vision, hearing and spinal screening

CPR certification

Special Knowledge/Skills:

- Strong organizational, communication, and leadership skills
- Education, clinical experience and critical thinking skills essential to nursing in the school setting
- Ability to assess student health care needs, develop a plan of care, implement the plan of care and evaluate outcomes

Experience:

Experience in the field of school health or school nursing preferred



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MAJOR RESPONSIBILITIES AND DUTIES:

1. Formulate district guidelines for district nurses to insure their practice within the scope of school health nursing
2. Consult with campus nurses as needed on matters of nursing policy, procedures and protocols
3. Be available in person or by telecommunication to any campus in event of an emergency or nursing crisis; during time of personal absence, provide alternative nursing communication
4. Make regular and timely visits to all campuses to assist, teach and guide health services to employees in routine care of students and staff
5. Confer regularly and as needed with the district's consulting medical doctor regarding nursing procedures, protocols and standing orders
6. Remain in close communication with the assistant superintendent or nursing department head regarding nursing department issues
7. Consult with campus principals when needed regarding health care practices and events in their clinics
8. Serve as school health liaison between districts, physicians, parents and community
9. Keep abreast of current medical and nursing issues, protocols and procedures and share new information with all district employees who have a need to know
10. Supervise the practice of state record keeping in all clinics, assisting each nurse individually as needed
11. Prepare, coordinate and assist in presenting staff development for district nurses
12. Assist in the recruitment and interviewing of new nursing staff members and provide training and orientation for all new campus nurses and substitute nurses
13. Assist with PRN staffing for planned absences of campus nurses
14. Utilizing the assistance of other professional nursing staff within the department, write and maintain up-to-date nursing care plans for the medically fragile students of the district
15. Coordinate and facilitate the growth and development of the School Health Advisory Council



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

16. Coordinate all aspects of the district blood borne pathogens exposure control plan, including employee education, annual assessments and reports, vaccine programs, annual budget, inventory and supply requisition and disbursement, and exposure incident intervention
17. Serve as close advisor for the district AED project
18. Maintain up-to-date written agreements between all private duty nurses and the district in instances where students bring personal caregivers to school
19. Compile annual immunization and health screening reports and submit to Texas Department of Health by state deadline
20. Prepare and work within an annual department budget
21. Conduct district inventory of all clinics; order supplies for the coming year and disburse supplies to each campus before the beginning of each school year
22. Comply with district policies, as well as state and federal laws and regulations
23. Adhere to the district's safety policies and procedures
24. Maintain confidentiality in the conduct of district business
25. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
26. Demonstrate regular and prompt attendance
27. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

Supervise LISD nurses

EQUIPMENT USED:

Thermoscan thermometer, blood pressure cuff, audiometer, nebulizer, glucometer, stadiometer, personal computer, copier, overhead projector



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WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Frequent standing, walking, stooping, bending, kneeling, pulling, pushing, lifting, carrying; moving small stacks of textbooks, media equipment, desks, and other classroom equipment; repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional state-wide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases which will be controlled by using Universal Precautions; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

EVALUATION:

School Nurse Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: April, 2017