

<b>Job Title:</b>	Float Nurse	<b>Wage / Hour Status:</b>	Exempt
<b>Reports to:</b>	Director, Health Services	<b>Pay Grade:</b>	701
<b>Dept. /School:</b>	Health Services Department	<b>Date Revised:</b>	October 28, 2019

**Primary Purpose:**

A member of the educational team who will promote mental and physical health of students in order to reach their maximum educational potential. Provide comprehensive program of health services for campuses, to include screenings to students, when permanent position nurses are absent. Promote health/safety education and preventive health practices for students. Provide coordination of and deliver CPR/AED instruction, BLS Certification, vision, hearing, scoliosis and Acanthosis Nigricans certification. Serve as a health resource on campus

**Qualifications****Education / Certification**

Bachelor's Degree in Nursing

Valid Texas Registered Nurse License

Valid certification in Basic Life Support (BLS)

Upon employment, seek and maintain current certification in audiometric, vision, spinal and Acanthosis Nigricans screening from the Texas Department of State Health Services

**Special Knowledge and Skills:**

- Application of the nursing process in the delivery of comprehensive nursing care that promotes each student's optimal level of wellness and educational performance.
- Strong organization, communication and interpersonal skills.
- Ability to communicate effectively both written and verbal

**Experience**

Three (3) years nursing experience

**Major Responsibilities and Duties:**

1. Practice within the defined limits of the Texas Nurse Practice Act, the American Nurses Association Standards of Clinical Nursing practice, and the "Scope and Standards of Practice – School Nursing", National Association of School Nurses.
2. Comply with Texas Department of State Health Services regulations, EPISD policy and the EPISD Health Services Department policies, procedures and protocols.
3. Stand in for campus nurse in his/her absence when assigned by the Director, Health Services to a campus based on students' needs and acuity. Keep the campus administration and clerical staff informed of any pertinent information related to the healthcare of students.
4. Perform screening procedures as required by the Texas Department of State Health Services, Texas Education Agency and EPISD policies; make appropriate referrals as necessary.
5. Serve as health advocate for the student.
6. Adhere to HIPAA/FERPA and confidentiality rules and regulations.
7. Keep apprised of the latest trends in school health, *e.g.*: local/state conferences, staff development, and CNEs.
8. Participate in and train the campus's Emergency Response Team (ERT).
9. Provide temporary and emergency care for ill and injured students or employees according to EPISD policy and Health Services Guide.
10. Utilize Telemedicine within their scope of practice, and abide by Texas state law, EPISD and Health Services protocols and procedures.
11. Develop and maintain student health care plans, and interpret the health status of students to appropriate school personnel.
12. Recommend provisions for a school environment conducive to learning.

13. Provide information and support to students and families with acute/chronic illnesses and disabilities.
14. Maintain, evaluate, and interpret cumulative health data to accommodate the individual student needs.
15. Engage in the research and evaluation of school health services to act as a change agent for school nursing practice.
16. Responsible for accurately maintaining, updating, entering, scanning and uploading health care information/records/data into the EPISD electronic medical record.
17. Participate in assessment and reporting of suspected child abuse.
18. Requisition supplies and equipment needed to maintain clinic inventory.
19. Maintain adequate supplies in the campus health office.
20. Demonstrate regular and prompt attendance.
21. Notify parent/guardian of accident or illness and secure medical care for students in emergency cases if parents/guardian or emergency contact cannot be reached.
22. Serve as a health liaison between school, physician, parents/guardian, and community.
23. Assess student problems, 45 implement the nursing process, and make appropriate referrals, working with students, teachers, parents, family physicians and other community health providers as needed.
24. Coordinate a system of administration and management of medications given at school.
25. Administer medications in accordance with EPISD policy and Health Services Guide procedures.
26. Perform special procedures according to physician orders and Health Services Department policies, procedures and protocols.
27. Review, evaluate and maintain immunizations records. Maintain complete and accurate electronic health records on each student and office records.
28. Submit timely reports as requested by the Director, Health Services.
29. Report potential school health/safety hazards to the principal.
30. Participate on the 504, Admission, Review and Dismissal Committee, child abuse investigations, and other school committees as required.
31. Promote wellness and provide information to facilitate healthy life styles among students and employees. Responsibilities may include health education, administration of immunizations and special projects as assigned by the Director, Health Services.
32. Provide health counseling and teaching on an individual basis.
33. Contribute to the health education program as a resource person in both planning and teaching capacities, working with the principal and teachers.
34. Maintain ongoing communication with principal and Director, Health Services regarding health problems and related matters.
35. Monitor and train the LVN, paraprofessionals and volunteers in health office procedures and responsibilities according to EPISD policy.
36. Provision of optimal customer service to all students, parents, faculty/staff, visitors, and community members on EPISD campuses.
37. Perform other duties as assigned by the Principal or Director of Health Services.

### **Supervisory Responsibilities**

None

### **Equipment Used**

Thermometer, blood pressure cuff, audiometer, scoliometer, otoscope, glucometer, stethoscope, vision screening equipment, Automatic External Defibrillator, suctioning apparatus, enteral feeding equipment, ostomy equipment, catheterization equipment, basic clinic equipment, resuscitation equipment, computer.

### **Working Conditions**

#### **Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress.

Frequent interruptions, occasional prolonged and irregular hours; occasional district travel. Exposure to communicable diseases, both bacterial and viral. Must able to lift and or carry up to 40 pounds.

Frequent standing, walking, bending, kneeling, pulling, pushing, reaching and occasional stair climbing.

### **Terms of Employment**

194 days; salary to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.