

<b>Job Title:</b>	Compliance Nurse	<b>Wage/Hour Status:</b>	Exempt
<b>Reports to:</b>	Director Health Services	<b>Pay Grade:</b>	TBA
<b>Dept. /School:</b>	Special Education and Health Services Center	<b>Date Revised:</b>	July 13, 2022

### **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. Support and ensure that all nurses in EPISD schools are complying with EPISD policies, Health Services Department's policies, procedures and protocols, and the Nursing Standards of Practice according to the Board of Nurse Examiners for the State of Texas and the Texas Department of State Health Services regulations. Serve as a health resource on campus. Ensure nursing licensure and certifications are valid and current.

### **Qualifications**

#### **Education/Certification**

Bachelors Degree in Nursing

Valid Texas Registered Nurse License

Maintains valid certification in Basic Life Support (BLS)

Upon employment, seeks and maintains current certification in audiometric, vision, scoliosis, and Acanthosis Nigricans screening from the Texas Department of State Health

#### **Special Knowledge/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

#### **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 National Association of School Nurses' "Scope and Standards Practice-School Nursing."
2. Comply with Texas Department of State Health Services regulations, EPISD policies and EPISD Health Services Department policies, procedures, and protocols.
3. Perform on-site compliance audits to ensure that policy and procedures are adhered to consistently regarding student healthcare delivery and proper documentation.
4. Review the following areas in student medical records:
  - All healthcare documentation areas required by EPISD's policies and procedures and the Texas Board of Nursing
  - Immunization records
  - Medication(s) and documentation of medication administration
  - Procedure(s) and documentation of procedure(s) performed
  - Documentation of and timely submission of Incident / Accident Report(s)
  - Screenings
5. Maintain all required information/documentation generated with school nurse(s) in a confidential file.
6. Conduct annual evaluation of education needs survey.
7. Act as a nursing resource on-site in the event of any emergency.
8. Retrieve all calls daily from the Compliance Hotline
  - Follow up and conduct on site investigations regarding complaints, concerns, procedures and/or comments/issues reported on the Compliance Hotline
  - Maintain strict confidentiality regarding all Compliance Hotline calls, compliance audits, and all corrective action plans regarding employees.

9. Adhere to HIPAA/FERPA and confidentiality rules and regulations.
10. Keep apprised of the latest trends in school health, *ex:* local/state conferences, staff development, and CNEs.
11. Utilize Telemedicine within their scope of practice and abide by EPISD, Health Services protocols and procedures and Texas State Law.
12. Develop and maintain student healthcare plans and interpret the health status of students to appropriate school personnel.
13. Demonstrate regular and prompt attendance.
14. Provision of optimal customer service to all students/parents/faculty/staff, visitors and community members on EPISD campuses.
15. Adhere to the district’s safety policies and procedures.
16. Recommend provisions for a school environment conducive to learning.
17. Responsible for accurately maintaining, updating, entering, scanning, and uploading health care information into the EPISD electronic medical record.
18. Annually review and implement campus emergency protocols, including training for staff, faculty, teachers, and administration on EPIPEN administration, seizure protocol, medication administration and diabetic care.
19. Communicate and advise the Director of Nursing on annual nursing audits and recommendations for corrections and/or improvements.
20. Gather data for state reporting of immunizations, screenings, and acanthosis Nigricans reporting.
21. Serve as a health liaison between school, physicians, and parents.
22. Participate in assessment and reporting of child abuse/neglect.
23. Gather and review all electronic reports from school-based nurses as necessary.
24. Perform and record acuity levels of all schools annually and as needed to maintain currency of data.
25. Maintain regular and consistent communications with Director, Health Services on matters concerning quality of student healthcare delivery, documentation and any other potential student healthcare issues identified during audits.
26. Participate in Nurse Leadership on a monthly or as-needed basis.
27. Provide campus nursing coverage as determined by the Health Services Department.
28. Perform other duties assigned by the Director of Health Services.

**Supervisory Responsibilities**

None

**Equipment Used**

Thermometer, blood pressure cuff, automatic external defibrillator, audiometer, scoliometer, otoscope, glucometer, stethoscope, physical screening equipment, suctioning apparatus, enteral feeding equipment, ostomy equipment, catheterization equipment, basic clinic equipment and personal computer

**Working Conditions**

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

Maintain emotional control under stress. Travel occasionally within the district. Perform moderate (< 44 lbs.) lifting and carrying, standing, walking, bending, kneeling, pulling, pushing, and reaching, and occasional stair climbing. Able to lift up to 40 pounds.

**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: \_\_\_\_\_

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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.