

NURSING SUPERVISOR/HEALTH SERVICES

JOB SUMMARY

Develops, coordinates and supervises the School Health Services/Nursing Program for the Lebanon Special School District.

QUALIFICATIONS

- Graduate of an accredited Professional School of Nursing with a current Tennessee Registered Nurse License
- Educational preparation or experience shall include: 2-5 years of previous clinic experience to include procedures, CPR certifications, and basic knowledge of child growth and development, and care of children with special needs (preferred)
- School Nurse certification (C.N.S.) recommended but not required
- Communication, instructional and administrative skills
- Dependable transportation to various sites (on occasion)
- Negative pre-employment drug screen and background check
- Such alternatives to the above qualifications as the Director of Schools/Assistant Director of Schools may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Report to the Director of Schools
- Perform all identified responsibilities and job duties of a School Nurse as the Nursing Supervisor is assigned a school
- Develop and implement school health protocols regarding student illness, injuries, communicable, and catastrophic diseases
- Assist the nurses as health care assistance is needed
- Act as a consultant to principals as needed in the supervision of site based nurses
- Maintain communication with community health agencies and provide for referrals and reports
- Recommend and provide medical information to system, administrators
- Coordinate special screenings and monitor compliance with immunization laws and provide status reports, as required
- Maintain annual budget/grants and third party reimbursement
- Ability to be on call as needed
- Interview and hire nurses and nurse substitutes as needed
- Provide alternate daily schedules to cover medical procedures or emergencies if a substitute nurse cannot be utilized when a nurse is absent
- Oversee medical records for students and employees
- Prepare grant applications, protocols, and guidelines for all health service programs
- Assist in the development, evaluation, and revision of program policies and procedures as needed
- Plan and develop staff development activities for nursing personnel and other personnel as needed
- Provide orientation for new nurses or nurse substitutes
- Serve as a consultant to other departments within the school system when needed
- Contact various community agencies in conjunction with providing health services for students and employees
- Prepare reports and information concerning Health Services as requested by the administration and/or the Department of Education
- Coordinate the requisition process and dispensing of medical supplies for schools
- Represent the Lebanon Special School District at various functions and on boards/committees within the community
- Serve on system CSH Advisory and Staff Councils

LEBANON SPECIAL SCHOOL DISTRICT

- Collaborate with CSH Program Director on school health initiatives identified through the planning processes of CSH, Tennessee Comprehensive System-wide Planning Process (TCSPP), and individual school improvement plans (accounts for approximately 15% of work time)
- Perform other duties as assigned by the Director of Schools

[NOTE: RNs may supervise LPNs. Supervision is defined by the Tennessee Board of Nursing as overseeing or inspecting with authority. The basic responsibility of the individual nurse who is required to supervise others to determine which of the nursing needs can be delegated safely to others, and whether the individual to whom the duties are entrusted must be supervised personally. [Tennessee Board of Nursing Administrative Rule 1000-1-04(2)©]