

# The Howard County Public School System

## Job Analysis

**JOB TITLE: Cluster School Nurse**

**DOT/O\*NET Code: 075.124-010/29-1111.00**

### **POSITION INFORMATION**

#### ***Summary of Duties:***

The Cluster School Nurse practices school nursing in accordance with the State of Maryland Nurse Practice Act and professional standards of practice. A Cluster School Nurse is generally assigned to two/three schools and works in a collaborative relationship with health services specialists, school health assistants, and school administrators. The Cluster School Nurse provides leadership for school health assistants and school staff regarding health issues. The Cluster School Nurse trains, observes, directs, supervises, evaluates, and supports the school health assistants in addition to delegating nursing tasks and responsibilities in accordance with the State of Maryland Nurse Practice Act, Delegation of Nursing Function criteria. This is a 10-month position.

#### ***Essential Job Functions:***

- Responsible for assignment, authorization, and supervision of school health assistants to perform tasks and responsibilities in accordance with health services policies and procedures.
- Train school health assistants in the performance of tasks; monitor and evaluate their performance in accordance with health services policies and procedures.
- Perform the Maryland Board of Nursing 45-day review of delegated procedures with the school health assistants.
- Participate in the hiring of school health assistants.
- May perform the duties of the health assistant, in case of absence.
- Provide first aid to students and staff, and make referrals for additional care as needed
- Administer medications and treatments to students as ordered by the physician.
- Collaborate with school administrators regarding school health services issues.
- Assess, plan, implement, and evaluate school health services for students, families, and school staff, assuring compliance with health services policies and procedures.
- Maintain accurate, detailed confidential records in compliance with nursing practice, state and federal regulations, and school board policy, including student immunization records.
- Review and clarify physicians' orders and write procedures for treatment in consultation with physicians.
- Develop appropriate health care plans for students with chronic health needs and modify plans as necessary. Provide for parental review of health care plans.
- Communicate necessary information regarding student health needs to the school staff.
- Serve as case manager, coordinator, and an integral member of school and interdisciplinary teams, coordinating the sharing of information as appropriate.
- Provide training, consultation, and support to school staff and students regarding school health issues; make referrals as determined appropriate.

- Prepare required monthly reports.
- Plan, develop, implement, and evaluate professional staff development activities and training programs for health assistants and school staff.
- Provide annual blood borne pathogen training to staff; provide annual CPR and AED training; provide first aid training every three years; coordinate re-certification paperwork for staff.
- Keep abreast of current nursing theory and practice; attend professional conferences and workshops.
- Facilitate the adjustment of students and staff with health related needs to the school setting.
- Maintain confidential information in compliance with nursing practice, state and federal regulations, and school board policy.
- Serve as a liaison, consultant, and resource person for students, parents, school staff, related services personnel, and the community.
- Monitor and report environmental health concerns; apprise school staff of health and safety issues.
- Maintain copies of evacuation plans for special education students.
- May be asked to attend IEP meetings for special education students if the IEP has a health component.
- May require student home visit to identify issues that could have an impact at school; may require hospital visit.
- Prepare daily medications to be taken on field trips.
- Coordinate state mandated programs and other special programs through the Health Department.
- Keep the Health Services Specialist informed of training and staffing concerns.

***Machinery, Tools, Equipment, Work Aids Used:***

- Thermometer
- Stethoscope
- Sphygmomanometer
- Flashlight; penlight
- Tweezers
- Nail clippers
- Scissors
- Pill counter
- Pill cutter
- Wheelchair; crutches
- Cots; blankets
- Cabinets for medication
- Scale
- Medicine cups
- Needles/sharps
- Appropriate container for use in disposing of needles/sharps
- Safety pins
- Gauze, gauze pads, gauze cling
- Cotton balls, cotton tipped applicators
- Bandages

- Tape
- Examination table paper
- Alcohol
- Disinfectants/bacteriostatic cleansers/soap
- Saline eye wash
- Lotion
- Salt
- Vaseline
- Ice
- Instant cold packs
- Step stool
- Refrigerator
- Safety/protective equipment, including but not limited to gloves, goggles, CPR microshields
- Computer
- Printer
- Telephone
- Photocopier
- General office supplies, such as paper, pens/pencils, paperclips
- Filing cabinets

***Products/Materials Handled:***

- Medication; inhalers
- EpiPens
- All items listed above under machinery, tools, equipment, and work aids used

**EDUCATIONAL/VOCATIONAL PREPARATION**

- A Bachelor’s degree in nursing or a related field from an accredited school.
- An active registered nursing license in the State of Maryland.
- One year of nursing experience is required; one year of school nursing, community health nursing, or pediatric nursing is preferred.
- Management or supervision experience.

**REQUIRED CERTIFICATES/LICENSES**

- Current CPR, First Aid, and AED certifications
- Blood borne pathogen training

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge and skills generally acquired from completion of the educational and vocational requirements of the position.
- Knowledge necessary to obtain and maintain required certifications.
- Knowledge of federal, state, and local laws, regulations, and procedures related to school health services.
- Knowledge of state mandated screening programs.
- Knowledge of regulations, policies, and procedures to control communicable disease.
- Knowledge of Howard County Public School System’s health services procedures.

- Knowledge of medications, side effects, and proper use of medications.
- Knowledge of health care resources in the community.
- Strong supervision/leadership skills.
- Excellent oral and written communication skills.
- Strong documentation/record keeping skills.
- Ability to effectively train Health Assistants to perform required procedures.
- Ability to relate well to students, parents, and school and medical personnel.
- Ability to use a computer as required.

## **JOB SITE ENVIRONMENT**

### ***Work Site***

- 99% inside
- 1% outside

### ***Temperature Factors***

- Exposed to weather conditions when tending to a student outside of the building.

### ***Noise Factors***

- Exposed to intermittent noise in the hallways between classes, and from bells and alarm systems.

### ***Vibrations***

- N/A

### ***Air Quality Factors***

- N/A

### ***Working Surface***

- Carpet
- Tile floors
- Wooden gymnasium floor
- Stairs
- Blacktop and cement surfaces outside
- Athletic fields
- Natural ground

## PHYSICAL REQUIREMENTS – Cluster Nurse

<b>Non-Material Handling:</b>								
Not Required				Rarely <1%	Infrequently <8%	Occasionally <33%	Frequently <66%	Constantly >67%
	N	R	I	O	F	C	<i>Description of Requirements at one time and throughout the shift</i>	
Bend		X			2		Usually not required on a daily basis. <sup>2</sup> Needs to be able to perform the duties of the Health Assistant (HA) as needed to fill in and for training purposes (TP).	
Squat		X		2			Usually not required on a daily basis. <sup>2</sup> Needed for HA duties and for TP.	
Kneel		X	2				Usually not required on a daily basis. <sup>2</sup> Needed for HA duties and for TP.	
Crawl		X					Hands and Knees position is needed for CPR training and in an emergency.	
Balance			X			2	Most surfaces are level and even. Usually not required on a daily basis. <sup>2</sup> Needed for HA duties and for TP. Walking among students and book bags is often challenging.	
Reach Above Shoulder			X	2			May be needed to retrieve files and supplies from a storage shelf or to put supplies away. <sup>2</sup> Needed for HA duties and for TP.	
Sit					X		Needed frequently for sustained periods to update student records, computer work and telephone.	
Stand			X		2		Usually needed intermittently throughout the day. <sup>2</sup> Needed for HA duties and for TP.	
Walk			X		2		Brief walking in the health office is often needed. In an emergency needs to be able to walk anywhere in the school or on the grounds. Special events may require prolonged walking. <sup>2</sup> Needed for HA duties and for TP.	
Running		X					Usually not needed. May be required in an emergency to reach an ill person quickly.	
Alternate Sit/Stand				X		2	Most of the day requires alternating between sitting, standing and brief walking within the health office. <sup>2</sup> Needed for HA duties and for TP.	
Hand Dexterity						X	Needed to manipulate pen and paper, health cards, records, use keyboard and mouse. When performing HA duties, needed to administer first aid, give medication and other procedures such as change dressings, give injections, perform a catheterization, or feeding tube care.	
Hand Controls			X		2		Arm movements are needed associated with performing hand tasks. <sup>2</sup> Needed for HA duties and for TP.	
Foot Controls			X		2		Needed to make constant position changes throughout the day. <sup>2</sup> Needed for HA duties and for TP.	
Stair Climb		X					Some schools are on one level. Needed to access portable classrooms or other parts of the building. In the case of an emergency may be needed to climb hills to get to a student on school grounds.	
Ladder Climb	X						Usually not required.	
Driving		X					Needed several times a week to move between schools and attend meeting.	
<b>Material Handling:</b>								
Not Required				Rarely <1%	Infrequently <8%	Occasionally <33%	Frequently <66%	Constantly >67%
Repetitions per day				1-10	<25	<100	100-500	500+ per day
	N	R	I	O	F	C	In pounds	
Lift Floor to Knuckle		<50	--	--	--	--	Not usually required. May be required in an emergency, or to assist with lifting an ill student or transfer a wheelchair bound student.	
10 in. to Knuckle		<50	10	--	--	--	Lifting at various heights may be needed monthly to restock supplies or at the beginning and end of the year to move student files.	
Knuckle to Shoulder		<20	10	--	--	--	To retrieve or store supplies or equipment.	
Shoulder to Overhead		<10	5	--	--	--		
Push		<30	10	--	--	5	Usually to open and close drawers or file cabinets. In an emergency forceful pushing or pulling may be needed. May need to push a wheelchair.	
Pull		<30	10	--	--	5		
Carry		<30	20	10	5	1	Usually negligible for handling supplies. There are periods of more frequent lifting at the beginning and end of the school year. May be required to assist a disabled student, or in an emergency, assist with moving an ill student.	

**JOB ANALYSIS REVIEW**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

Howard County Public School System

\_\_\_\_\_  
Date

**JOB ANALYSIS PREPARATION**

Nancy Forest, MA, CRC, CCM, CDMS, CLCP  
Printed Name

\_\_\_\_\_  
Signature

Senior Rehabilitation Case Manager  
Title

First Rehabilitation Resources, Inc.  
Company

\_\_\_\_\_  
Date

Michael Caruso, PT, OCS, FAAOMPT  
Printed Name

\_\_\_\_\_  
Signature

Industrial Physical Therapist  
Title

Occupational Rehabilitation Associates  
Company

\_\_\_\_\_  
Date