

**TOWN OF WAYLAND
POSITION DESCRIPTION**

Title:	School Nurse Leader/Community Health Nurse
Department:	Public Health Department
Appointing Authority:	Board of Health
Affiliation/Grade:	AFSCME/G-6
Hours:	35 hours
Personnel Board Approved:	5/12/21
Personnel Board Revised:	8/15/22

Summary of Duties

This position functions as a dual role acting as School Nurse Leader for 19 hours per week and Community Health Nurse for 16 hours per week for a total of 35 hours per week.

Performs administrative, supervisory and technical work in providing overall coordination and supervision of School health rooms and the School-based Community Health Nurses provided in the Wayland public school system. Responsible for developing training and programming to support School-based Community Health Nurses; some flexibility in schedule may be needed during school hours; all other related work, as required.

Assigned primarily to preschool, elementary and secondary schools, performs administrative and technical work in providing 16 hours of community health care to students in the Wayland public school system; provides a wide range of health services to students including routine and emergency care and medication administration; ensures required standards for health examinations and immunizations are met; performs related community health services as assigned; performs all other related work as required.

Supervision Received

Nurse Leader

Works under the direction of the Public Health Nurse, and in accordance with established state mandates, department rules, regulations, policies and procedures; works independently to complete assigned tasks.

Community Health Nurse

Works under the general direction of the Public Health Director and Public Health Nurse; works under the day-to-day supervision of the School Principal; follows department and

school rules, regulations and policies; works independently to complete assigned tasks according to a prescribed time schedule.

Performs varied and responsible functions requiring a thorough knowledge of Public Health regulations; including pertaining to students; exercises judgment and initiative; refers more difficult issues or situations to the Public Health Nurse/appropriate Supervisor.

Supervision Exercised

With general direction from the Public Health Nurse, the School Nurse Leader oversees all other Community Health Nurses in the schools and substitute nurses as needed as needed.

Job Environment

Work is generally performed under varying office, clinic, or typical preschool, primary/secondary school conditions with normal interruptions during the workday from staff, students and parents, may be required to work outside of normal school hours to accommodate school functions. Potential exposure to blood, other bodily fluids and infectious diseases.

Performance of duties requires composure during emergencies and/or high incident volume periods. Employee is exposed to various weather conditions when traveling for the job.

Utilizes and operates medical testing equipment, including diagnostic testing equipment, computers and other office equipment as needed; operates a motor vehicle.

Makes frequent contacts with Community Health Nurses, school staff, students, parents and department personnel; for school matters most communication is through personal discussion involving routine to complex information, including town residents, local and state public health officials and department personnel; communication is through personal discussion or written communications. Contacts require patience, tact and discretion.

Has access to confidential health information including student-oriented information, communicable disease information and sensitive medical information, which requires appropriate judgment, discretion, and professionalism in accordance to comply with all legal requirements and professional standards.

Errors could result in injury or death, injury to a student, endangerment of public health and safety, delay or loss of services, poor public relations and legal repercussions.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of

duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Nurse Leader

Directs, trains Community Health Nurses, and establishes work schedules, and assignments, for Community Health Nurses and substitutes assigned to Wayland Public Schools;

Responsible for annual performance reviews of Public Health Nurses; acts as a liaison between school personnel and the Public Health Department.

Develops and implements policies and procedures for all public health and school health areas of responsibility; coordinates the distribution of such information; ensures implementation.

Ensures that all mandates and waivers regarding school health are complied with and in accordance with relevant regulations.

Under the direction of the Public Health Nurse, provides support to school-based Community Health Nurses and directs daily operations; performs public health nursing administrative functions; recruits and coordinates substitute nurses. Seeks ongoing continuing education opportunities for Community Health Nurses.

Participate in the immunization or revaccination of Public School students for public health and safety; maintains and implements up-to-date guidelines and procedures.

Participates in Wayland's vaccine program per MA Department of Public Health (MDPH) provider regulations, which accepts MDPH and privately purchased vaccine; maintains required documentation and coordinates vaccination clinics which include but are not limited to yearly seasonal flu and pneumonia vaccination clinics.

Under the general direction of the Public Health Nurse, may provide routine and emergency health care to students due to illness or injury within the scope of state laws and departmental policies.

Community Health Nurse

Is responsible to ensure all students meet the standards set forth by the State Department of Elementary and Secondary Education and Public Health Department; assesses, evaluates, and refers student health issues as appropriate; may assist students and parents with securing appropriate health care.

Executes the school health program as designed by the Health Department and the Wayland public schools; ensures program objectives are accomplished; provides feedback to the Public Health Director, Public Health Nurse on the program's effectiveness and works with school administration.

Provides routine and emergency care due to illness or injury within the scope of state laws and departmental policies.

Ensures compliance with requirements for periodic exams (hearing, vision, and scoliosis) and immunizations; plans, implements and supervises the documentation of vision, hearing and scoliosis screenings.

Administers prescribed medications to students; maintains accurate records as required.

Provides feedback to the Public Health Director/Public Health Nurse and school officials in assessing, planning, implementing and evaluating the services and intervention of the School Health Program.

Advises the Public Health Director/Public Health Nurse and School Officials on circumstances and problems that may adversely impact the health of students, parents, staff or the community at large.

Reviews health records of students; maintains student health records in accordance with state law; maintains accurate records regarding student health issues; completes and files reports as required.

Provides health education and counseling services to students, parents and teachers as needed; provides consultation to teachers on health problems encountered in the student population; makes home visits as necessary.

Performs a variety of administrative tasks to ensure the efficient and effective operation of the Community Health Nursing Program for public schools.

Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications

Education:

Bachelor's Degree in Nursing from an accredited institution.

Experience:

Over four (4) years of experience in public health nursing or community health nursing experience; prior supervisory experience and familiarity with public health, emergency preparedness, and school nursing programs is highly preferred.

Substitution:

Comparable nursing experience may be substituted for the public health or community health nursing requirement.

License/Certificate:

Current Registered Professional Nurse in the Commonwealth of Massachusetts.

Currently certified or obtains certification within the probationary period in cardiopulmonary resuscitation (CPR) and first aid.

Must possess a valid driver's license.

Knowledge, Abilities and Skills

Thorough knowledge of public health and school nursing principles, practices and procedures.

General knowledge and familiarity of state and local programs and resources.

Knowledge of federal, state and local laws and regulations pertaining to public health programs and reporting requirements.

Working knowledge of drug and immunization interactions and adverse side effects.

Ability to deal tactfully and communicate appropriately with town residents, town employees, other agency's personnel, the general public, and other personnel and convey medical information when necessary.

Ability to assess community health needs.

Ability to maintain detailed records.

Ability to read and interpret laws, rules and regulations pertaining to health programs.

Ability to direct, schedule supervise and motivate employees, and work effectively with minimal supervision.

Ability to multi-task, organize, work independently, accomplish tasks and meet deadlines despite frequent interruptions.

User knowledge of personal computers and relevant software programs; skill and ability to operate a personal computer and a variety of office equipment.

Good communication skills with the ability to communicate effectively both verbally and in writing.

Excellent interpersonal skills.

Thorough knowledge of Department of Public Health Regulations and Department of Secondary and Elementary Education Regulations pertaining to Massachusetts Public Schools.

General knowledge of school and/or community health programs.

Ability to read and interpret pertinent rules and regulations pertaining to community health programs; ability to convey information to staff, teachers, parents and students.

Ability to multi task, organize, work independently, accomplish tasks and meet deadlines despite frequent interruptions while maintaining attention to detail.

User knowledge of personal computers and Windows-based software programs; skill and ability to operate a personal computer and a variety of office equipment.

Ability to maintain confidentiality of information.

Ability to coordinate board, department, school and staff functions.

Ability to operate a motor vehicle.

Excellent customer service skills.

Experience and skill in maintaining complete and accurate records.

Strong organizational skills.

Physical Requirements

Minimal to moderate physical effort required in performing duties under typical school, office and community conditions. Frequently required to stand and walk over various surfaces. Ability to utilize and operate medical and office equipment. Vision and hearing at or correctable to normal ranges. Ability to sit, stand, reach, walk and hear. May be required to carry, lift or assist in an emergency.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.