

Components of a Job Description

Component	Registered Nurse (RN) School Nurse	Registered Nurse (RN) Supplemental	Licensed Practical Nurse (LPN)	Unlicensed Assistive Personnel (UAP)
Job Title/Description	Only an RN may be a school nurse. The school nurse is responsible for assessing, planning, implementing, and evaluating school health services. The RN must function within the <a href="#">NC BON RN scope of practice</a> .	An RN may also serve as supporting health care staff to the school nurse. Supporting staff would have assigned duties. The RN must function within the <a href="#">NC BON RN scope of practice</a>	Functions in a directed manner as a school nurse extender within the <a href="#">NC BON LPN scope of practice</a> .	May function as a school nurse extender within the school setting.
Assessment	Only the RN can assess students.	Only an RN can assess students.	LPN may implement plan of care as assigned by the RN and provide emergency/first aid using established protocols.	Complete delegated procedures for students as indicated on Individual Healthcare Plans and as trained and overseen by RN School Nurse.
Accountability	The RN reports directly to the local health department or to the public school unit (PSU)	The RN supports and is supervised, by the RN School Nurse or the nursing supervisor, if one is in place.	Supervised by the RN	Supervised by the RN or LPN as directed by the RN
Education and/or experience required	Must be registered and licensed within the state of NC.  <u>Preferred experience:</u> <ul style="list-style-type: none"> <li>• BSN and National Certification</li> <li>• Pediatric experience</li> <li>• Knowledge of public health</li> </ul>	Must be registered and licensed within the state of NC.  <u>Preferred experience:</u> <ul style="list-style-type: none"> <li>• BSN and National Certification</li> <li>• Pediatric experience</li> <li>• Knowledge of public health</li> </ul>	Must be licensed within the state of NC.  <u>Preferred experience:</u> <ul style="list-style-type: none"> <li>• Pediatric experience</li> <li>• Knowledge of public health</li> </ul>	Demonstrate willingness and competence in assigned and delegated tasks.  <u>Preferred experience:</u> <ul style="list-style-type: none"> <li>• Pediatric experience</li> </ul>

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<p>Major Responsibilities</p>	<p>Promotes population health by providing direct care to students K-12 that is reflective of the district’s strategic plan and local policies.</p> <ul style="list-style-type: none"> <li>• School assignment</li> <li>• Prevention and responding to communicable disease</li> <li>• Immunization and health assessment compliance and monitoring</li> <li>• Case management of chronic health conditions</li> <li>• Emergency preparedness</li> <li>• Medication administration</li> <li>• Delegation</li> <li>• Health screenings</li> <li>• Health education and counseling</li> <li>• Promote a safe and healthy school environment</li> <li>• Staff training</li> </ul>	<p>May have specific tasks assigned such as health screenings</p> <ul style="list-style-type: none"> <li>• Prevention and responding to communicable disease</li> <li>• Immunization and health assessment compliance and monitoring</li> <li>• Case management of chronic health conditions</li> <li>• Emergency preparedness</li> <li>• Medication administration</li> <li>• Delegation</li> <li>• Health screenings</li> <li>• Health education and counseling</li> <li>• Promote a safe and healthy school environment</li> <li>• Staff training</li> </ul>	<p>A licensed practical nurse shall accept only those assigned nursing activities and responsibilities, as defined in Paragraphs (b) through (i) of <a href="#">21 NCAC 36 .0225</a></p> <p>May have specific tasks assigned by RN. May implement plan of care as assigned by the RN and provide emergency/first aid using established protocols.</p>	<p>Tasks/procedures for which the UAP has been trained, validated, and assigned by the RN as competent to perform.</p>
<p>Supervisory Responsibilities</p>	<p>Will supervise other RNs, LPNs and UAPs.</p>	<p>May be responsible for training and/or overseeing assignment/delegation of LPN and UAP</p>	<p>May be responsible for training and/or overseeing delegation of UAP</p>	<p>None</p>
<p>Physical Demands</p>	<p>What are the physical demands of this position?</p>	<p>What are the physical demands of this position?</p>	<p>What are the physical demands of this position?</p>	<p>What are the physical demands of this position?</p>

## Components of a Job Description

Time Frame of Position	Will it be a full time, school year position?	Will it be a full time, school year position? Will it be temporary?	Will it be a full time, school year position? Will it be temporary?	Will it be a full time, school year position? Will it be temporary?
Salary Range	District Determination	District Determination	District Determination	District Determination
Employee Signature and Date	Employee's signature is acknowledgement of job expectations	Employee's signature is acknowledgement of job expectations	Employee's signature is acknowledgement of job expectations	Employee's signature is acknowledgement of job expectations

Job descriptions will vary depending upon the health needs of students, families, and staff as well as the staffing possibilities that are available to school systems, and available funding.

### **Resources for sample job descriptions:**

Costante, C.C., (2013). *School Nurse Administrators Leadership and Management*. Silver Spring, Maryland: National Association of School Nurses.

McClanahan, R., Shannon, R. A., & Kahn, P. (2019). Selekman, J., Shannon, R. A. & Yonkaitis, C. F. (3<sup>rd</sup> Ed.) *School nursing: A comprehensive text*. Philadelphia, Pennsylvania: F. A. Davis

School Nursing Support: School Nurse Work Plan: [School Nurse Resources](#)

School Nurse Association of North Carolina: School Nurse Tools: <https://www.snanc.com/resources/school-nurse-tools>