

# FLEMINGTON-RARITAN REGIONAL SCHOOLS

## JOB DESCRIPTION

**TITLE:** Lead Nurse/Health Services Coordinator

**QUALIFICATIONS:**

1. Holds NJ Educational Services Certificate with School Nurse endorsement or serves as a Registered Nurse.
2. Must be employed as a School Nurse in District.

**REPORTS TO:** Director of Pupil Personnel Services and Special Education

**JOB GOAL:** To serve as the health and wellness liaison to the administration and the District nursing staff and to assume leadership responsibilities as it relates to the coordination of health and wellness services, staffing, practices, compliance and professional development as outlined in Board Policies, state guidelines and the NJ Nurse Practice Act.

**PERFORMANCE RESPONSIBILITIES:**

- Maintains professional demeanor in all communication forums, including social media.
- Familiarity with the unique challenges of each Nurse's Office.
- Review and revision of district health services procedures and practices and policy to reflect updates in state law and current health practices. (Evolving through the Pandemic)
- Coordination of meetings with district nurses to include but not limited to topics related to Board policies and procedures and health office services. Serve as the liaison to the Director for topics requiring administrative review.
- Serve as the health and wellness liaison and meetings coordinator alongside the Business Administrator.
- Maintain compliance with School Health Services Guidelines, authorized under N.J.A.C. 6A: 16 - 2.2(e)3.
- Revise and Review Nursing Service Plan according to guidelines/timelines and make recommendations to administration as needed.
- Communicate and coordinate all staff training including but not limited to State mandated training and CPR and First Aid.
- Assure that each School Nurse provides the NJ State required health in-services on topics including but not limited to: Anaphylaxis, Blood Borne Pathogens, Asthma, seizure and First Aid to staff in each school. Assess and recommend additional trainings related to epidemics (i.e. Pandemic/COVID-19).
- Serve as a committee member and liaison for health and equipment needs for Emergency Response Teams including the Pandemic Response Teams.
- Collaborate with the Hunterdon County Public Health and/or district physician to develop and implement policies and procedures to assure compliance with all NJ State mandated regulations routinely and in response to health care guidance due to the Pandemic.
- Participate in hiring and training of substitute nurses upon request.
- Liaison to the HR Department and District nurses for substitute nurse practice concerns and assignment.
- Prioritize demands for sub-nurse coverage in the absence of adequate nurse staffing.
- Coordinate staff development days for nurses.
- Review monthly reports and make recommendations to the administration as needed.

- Coordinate Health Awareness resources and training for parents/guardians.
- Consult in matters concerning medical situations, i.e. outbreak of communicable diseases.
- Render professional advice on all school health/medical matters and confer with school physician as needed.
- Develops budget in consultation with school nurses for department ordering and equipment needs. Review each school's calibration and expiration dates to ascertain purchasing needs and cost effectiveness.
- Oversee medical waste disposal process.
- Performs such other tasks and assumes such other responsibilities as assigned by Administration.
- May coordinate vaccinations for staff and faculty.
- Assist in tracking outbreaks of infections and diseases.
- Inputs data into state CIS system.
- Maintain a COVID-19 log to record each instance in which an employee is COVID-19 positive, regardless of whether the instance is connected to exposure to COVID-19 at work per Board policy.
- Collect, compile, track and monitor employee COVID-19 testing results and/or vaccination documentation.
- Serve as a liaison and point person for outside testing centers and contact-tracing vendor services.
- Assist the District with the completion of and communication pertaining to COVID-19 contact tracing.
- Assist with the completion of COVID-19 data tracking and reporting.
- Perform any other duties or responsibilities designated by the Superintendent or designee as it relates to COVID-19.

**TERMS OF**

**EMPLOYMENT:**

12-Month Position, July 1-June 30

This is a stipend position in the amount of \$5,000. In addition to the duties outlined below, the Lead Nurse role is recommended to support safety and health of students and staff.

**EVALUATION:**

Director of Pupil Personnel Services and Special Education

Approved: 3/8/21

Revised: 8/25/22