

# Pitt County Schools

## School Nurse Extender

### *Position Description*

**Position:** Nurse Extender  
**Reports to:** Director of Student Services, School Health Manager, Lead Nurse, School Nurse  
**Terms of Employment:** Hourly, Contracted position, Temporary

#### Nature of Work

The nurse extender will assist and support the assigned school health care manager (school nurse) with managing the school health needs at assigned school (s). This may include reviewing and organizing health forms, monitoring and caring for students with acute illness and minor injuries, taking vital signs, calling parents to report symptoms, documentation of care provided, and other duties as assigned by the supervising school nurse

#### Education and Experience

- High school diploma or GED required
- Ability to work well with a team
- Excellent communication skills
- Computer literacy required

#### Certification and Licensure Requirements:

- Completion of state-approved CNA certification program required and Certification as a Certified Nurse Assistant OR
- Unrestricted, unencumbered licensure with the NC Board of Nursing

#### Essential Functions/Typical Tasks

- Maintain confidentiality of people in their care, including their records. Limits information sharing, according to HIPPA and FERPA, to only those with a need to know.
- Assist the school nurse with management of students presented with acute illness or minor injury.
- Provide basic first aid services according to written protocols and after proper training by the school nurse.
- Notify the certified school nurse of injuries requiring medical care or immediate departure from school. Complete school accident report requiring the school nurse's signature.
- Screen students who present symptoms of a communicable disease/condition and exclude them from school when necessary. Report to the school nurse.
- Assist school nurse with management of students with chronic conditions and acute illnesses to include parent contact, follow up, and appropriate documentation.
- Assist with securing care and follow-up on nursing referrals.

- Assist with distribution and implementation of care plans and emergency action plans
- Receive and log in medications and related orders for students provided by parents.
- Provide health services as required for students having special medical needs according to written protocols and after proper training by the school nurse.
- Keep documentation and health records current.
- Review immunization records and NC Health Assessments.
- Update health records/health cards as needed.
- Record and file completed health assessment and health related forms in permanent health records.
- Review and organize student health information forms as they are received.
- Log important information to be included on health concerns list – include new students.
- Inform teaching staff of new health concerns under the direction of the school nurse.
- Record significant health related information documented by parents on excuse notes.
- Provide excuse notes to the counselor or data manager according to district guidelines.
- Notify parents/guardians of significant injuries, health concerns, vision, and hearing referral follow-ups.
- Report need for personal absence to supervising school nurse, school health manager and director of student services in a timely manner.
- Perform tasks and responsibilities within scope of practice.
- Comply with all PCS policies and procedures.

### Knowledge, Skills, and Abilities

- Ability to take orders from and work cooperatively with the school nurse.
- Displays an overall enthusiasm, optimism and motivation toward health care and student learning.
- Gains the respect and confidence of students, parents, and staff through modeling appropriate demeanor, behavior, and attire.
- Sets and attains a high level of expectations with a commitment to using available resources in a way that promotes task completion in an efficient and timely manner.
- Relates positively to youth and adults of varying socioeconomic, cultural, and ethnic backgrounds.
- Demonstrates ability to communicate clearly and effectively in both oral and written communication.
- Working knowledge of district-adopted software.
- Ability to establish cooperative working relationships with district staff to enhance the completion of assigned tasks.
- Flexible in learning new concepts, cooperates with others, and adapts to a variety of assignments and conditions.
- Demonstrates the ability to learn new ideas and skills for solving problems in a dynamic team environment.
- Demonstrates ability to relate and work effectively with staff and community.
- Demonstrates personal characteristics of flexibility, high-stress tolerance, reliability, punctuality, dependability, and an ability to maintain confidentiality.
- Ability to maintain high standards of professionalism and diplomacy in dealing with the public and district staff.

### Physical Requirements

While performing the duties of this job, the employee is regularly required to talk and hear, to use hands to finger, handle or feel objects or controls and use a keyboard or keypad. The employee occasionally is required to reach with hands and arms. The employee is frequently required to stand and walk or sit. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus and monitor students on the periphery.

### Special Requirements

Valid driver's license

I have received a copy of this job description. I have had an opportunity to ask questions and have received answers to those questions.

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School Nurse Extender

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Date