

## Exceptional Child Nurse

---

<b>TITLE:</b>	Exceptional Child Nurse
<b>REPORTS TO:</b>	Director of Special Education
<b>SUPERVISES:</b>	N/A
<b>JOB FUNCTION:</b>	Provide health services, nursing and related program services for students with disabilities

### PERFORMANCE RESPONSIBILITIES:

---

- Provides training, consultation, and support to instructional support staff/health aides to provide a wide range of health services.
- Within the nurse's scope of practice and state laws, trains and delegates to unlicensed school personnel medication administration and/or the delivery of health services as ordered by a licensed health care provider. Delegation to others involves initial assessment, training, competency validation, supervision and evaluation by the school nurse.
- Provides case management by communicating with the family through telephone calls, written communication and home visits as needed
- Assures that related school district policies and procedures adhere to legal and regulatory statutes and ethical standards of nursing practice
- Develops and monitors processes for documentation of health services provided for students.
- Reviews service logs of teachers and paras who are providing health aide services for students.
- Provides orientation and support to agency nurses who are providing direct nursing services for students and maintains/reviews records kept by agency nurses.
- Stays current on policies and requirements related to School Based Medicaid billing.
- Participates as a member of the Admissions and Release Committee (ARC) for students with significant health concerns to provide input regarding needed supplementary aids and/or related services.
- Interprets medical information related to student needs.

## Exceptional Child Nurse

---

- Communicates with parents and medical providers to seek additional medical information, or communicate concerns, when needed.
- Recommends modifications to educational programs related to health needs.
- Provides parent education related to students' needs; provides professional development/consultation to staff and school district personnel; provides training and consultation with staff regarding health and developmental needs of individual students; participates in staff development activities.
- Maintains cooperative working relationships with parents, staff, and other district personnel
- Serve as a resource/liaison with other agencies and other community services
- Maintains effective and timely written and oral communication with parents, staff and other school personnel
- Assesses and analyzes students' health status in order to provide input in regard to educational programming
- Serves as the district health coordinator
- Serves on the home/hospital committee
- Serves, as requested on district committees
- Develop and maintain a positive rapport with families and staff
- Assists with, secures, and maintains health records and forms and prepares necessary forms and reports according to program standards.
- Maintains professional competence through professional reading and attending appropriate workshops, courses, and conferences in keeping with the needs of exceptional students and in accordance with district guidelines.
- Maintain regular attendance
- Performs other duties as assigned by the Director

# Exceptional Child Nurse

---

## KNOWLEDGE AND ABILITIES:

---

### KNOWLEDGE OF:

- Medical services in the school setting.
- State and federal guidelines related to Medicaid

## PHYSICAL DEMANDS:

---

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights up to one-third of body weight, not to exceed 50 pounds

## EDUCATION AND EXPERIENCE:

---

- Current license as a Kentucky Registered Nurse (RN)
- Three (3) years successful experience

### DESIRABLE QUALIFICATIONS

- Previous health related experience in a school setting
- Previous nursing care experience working with special needs students
- Previous pediatric/adolescent nursing experience

Original Date: 05.2015

Revision Date: \_\_\_\_\_

Revision Date: \_\_\_\_\_

Revision Date: \_\_\_\_\_