

**KYRENE SCHOOL DISTRICT  
CLASS SPECIFICATION  
REGIONAL NURSE**

<b><u>DEPARTMENT:</u></b>	<b><u>BAND/GRADE/SUBGRADE:</u></b>	<b><u>FLSA STATUS:</u></b>
Allied Health	C/4/2 – C/4/3	Exempt

**CLASS SUMMARY:**

The Regional Nurse is a standalone class encompassing the Regional Nurse and the Lead Regional Nurse. Incumbents are responsible for providing, within the professional registered nurse scope of practice, overall direction and coordination of health services District-wide facilitating a climate of health and safety.

As assigned, duties include assisting the Director of Health Services in working with health service personnel, teachers, and administrators in implementing the District's health program; coordinating and attending training sessions for students with special health care procedures; assisting with the annual training of health assistants; developing a health care plan delineating medical intervention that may be required to safely manage a child while at school; providing problem analysis and risk management for the District; advising and counseling parents, school staff, and students regarding ongoing health and medical problems; conducting in-service training programs; conducting and signing technical performance evaluations of health staff; and, acting as a resource person for health service personnel, parents, teachers, and other school staff.

Incumbents act as lead worker for other health care staff making work assignments, monitoring work, providing training and performing technical performance evaluations.

The Regional Nurse is distinguished from other allied health classes by the focus on coordination of District-wide health services for students and staff.



**KYRENE SCHOOL DISTRICT  
CLASS SPECIFICATION  
REGIONAL NURSE**

<b><u>ESSENTIAL DUTIES:</u></b> This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.	<b><u>PERCENT OF TIME</u></b>	<b><u>BAND/ GRADE RATING</u></b>
Oversees staff, when on-site, including assigning and monitoring work; ensuring training; resolving medical conflicts; and conducting technical performance evaluations and documenting progress. Based upon assignment, acts as lead for other Regional Nurses.	Daily 20%	B/3 - C/4
Reinforces protocols, policies and procedures by working with health service personnel, teachers, and administrators in the implementation of the health program in the District.	Daily 15%	C/4
Advises and counsels parents, school staff, and students regarding ongoing health and medical problems or preventative health care.	Daily 15%	C/4
Acts as a resource person for health service personnel, parents, teachers, and other school staff including conducting research and assessing communications needs.	Daily 10%	C/4
Develops a health care plan delineating medical intervention that may be required to safely manage a child while at school by determining what plan of action will meet the needs of the child and the site staff.	Weekly 10%	C/4
Assists with screening for vision, hearing, pediculosis, scabies, tympanograms, and otoscopic exams by determining screening and referral need.	Weekly 5%	C/4
Conducts school staff in-service training programs including determining topics, participants, supplies, and locations; updates training records; and coordinates training sessions for students with special health care procedures including determining the necessary procedures.	Monthly 5%	B/2
Participates in activities to support the District health care program including serving as a member of the school evaluation team to select and place medically involved students in special programs; and reviewing accident reports, health office summaries, hearing and vision reports, and immunization reports to determine timely completion.	Monthly 5%	C/4
Submits Medicaid billing.	Monthly 5%	A/1
Performs other duties of a similar nature and level as assigned.	As Required	



# KYRENE SCHOOL DISTRICT

## CLASS SPECIFICATION

### REGIONAL NURSE

#### **Training And Experience:**

Bachelor's Degree in nursing or related field and two years experience working as a Registered Nurse is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

#### **Licensing/Certification Requirements:**

- AZ Registered Nurse License;
- First Aid Certificate;
- Cardio Pulmonary Resuscitation (CPR) Certificate;
- AZ Fingerprint Clearance Card;
- School Nurse Certificate preferred.

#### **Knowledge of:**

- Pertinent federal, state, and local laws, codes, rules, regulations, recommendations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Basic first aid and CPR;
- Nursing principles and practices including community standard of care;
- Current pediatric standards of care;
- Safety procedures.

#### **Skill in:**

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Assessing and planning nursing care;
- Communicating effectively, both orally and in writing;
- Customer service and public relations;
- Counseling, conflict resolution and problem solving;
- Interpreting and applying laws, regulations, codes, and policies;
- Use of a variety of computer-based technologies; and
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.



**KYRENE SCHOOL DISTRICT**  
**CLASS SPECIFICATION**  
**REGIONAL NURSE**

**ADA and Other Requirements:**

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Incumbents may be subject to travel, body fluids, fumes, odors, dusts, gases, poor ventilation, workspace restrictions, and intense noise.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

**Class History Information:**

Prepared by Fox Lawson & Associates 10.24.08

