
Job Description – Substitute Nurse

Primary Function: Under the direction of the Health and Social Programs Coordinator and campus Principal, provides temporary and emergency care for sick and injured students or staff in the absence of the regular nurse.

Responsibilities/Duties:

- Provides temporary and emergency care for sick and injured students or staff according to district policy and procedures
- Serves as health advocate for students
- Notifies parents of accidents or illness and secures medical care for students in emergency cases (if parents or emergency contact cannot be reached)
- Coordinates management system to administer medications to students at school; administers medications according to district policy and procedures
- Provides standards of care in adherence to "Texas Standards of Professional Nursing Practice" as set forth by the State Board of Nursing Examiners
- Complies with policies established by federal and state laws, Texas Department of Health rules, State Board of Education rules and local board policy in health services area
- Reports potential health and safety hazards to principal
- Complies with all district and campus routines and regulations

Other

- Demonstrates behavior that is professional, ethical and responsible
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

Knowledge and Abilities:

Knowledge of:

- Health appraisal to identify student health defects
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software

Ability to:

- Operate and use thermometer, blood pressure cuff, audiometer, otoscope, AED, sphygmomanometer, vision screening equipment, thermoscan, basic clinic equipment, personal computer and copier
- Implement policies and procedures
- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Plan and organize work

Education/Licenses/Experience: Graduate of an accredited professional nursing education program (BSN preferred, but not required). Valid registered nurse license to practice professional nursing in Texas from the State Board of Nurse Examiners. CPR Certification (BLS for HCP). Minimum of two years patient care experience as an RN, preferably in community health.

Working Conditions:

Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

Physical Demands/Environmental Factors: Frequent walking, standing, bending/stooping, reaching, pushing/pulling, and twisting; repetitive hand motions including frequent keyboarding and use of mouse and technology hardware; frequent reaching; exposure to bacteria and communicable diseases.

Lifting/carrying - Lifting 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer

Calendar and Salary Range: Nurse substitutes will be called for positions on an as-needed basis. See Provisional Compensation Plan.

Revised: 1-29-20

The foregoing statements describe the general function and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature

Date