

FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

CERTIFICATED POSITION

JCN: 509
EXEMPT

NURSE PRACTITIONER

BASIC FUNCTION:

Under the direction of the Senior Director of Health Services, provide health services to students in Fresno County Schools; coordinate and oversee health services activities to ensure high quality clinical care; coordinate and oversee the implementation of various health programs including, physical examinations, developmental assessments, vaccinations, and management of common illnesses within scope of licensure; promote children's health and assist families to meet their health care needs; oversee and supervise Mobile Health staff, volunteers and medical students as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Administer medicine and treatment to students according to protocol of practices.
- Advocate and facilitate child's/family's entry into the health care system; guide parents toward independence in obtaining family health services; train and educate students and their family to manage and prevent illness and injury.
- Consult with school nurses regarding all students' healthcare needs.
- Coordinate student health care and referrals for problems beyond the Nurse Practitioner scope of practice.
- Collect and maintain statistical data of healthcare services provided for audit reviews, annual reporting, and quality assurance; maintain required data tracking, record-keeping, and reporting systems and procedures, in either electronic or paper form.
- Establish and maintain cooperative and effective working relationships with patients, parents, care givers, peers, administrators, and community resources to implement, document and modify care plans, including changes or omissions of the identified plan in the appropriate health and educational records.
- Formulate diagnosis based on history, physical examination, and diagnostic test results, developing and implementing age specific care/treatment plan to each student based on scientific principal, theoretical knowledge and expertise, and selecting appropriate pharmacological and non-pharmacological intervention; provide health maintenance care for students and observe students over time.
- Incorporate the vision and goals of the school organization when planning care; implement and measure progress of the individual student; participate in efforts to influence school health, public health, and general health care policy; participate in appropriate professional organizations in a membership or leadership capacity; participate in committees, councils, or administrative teams in the school or other settings.
- Involve student, family, health care providers, school staff and others in formulating expected outcomes when possible and appropriate; use standardized language or recognizable terminology to document the outcome in a retrievable form.
- Maintain medical supplies and related equipment.

- Monitor and interpret public health and communicable disease issues, which influences the delivery of health care for children; maintain current knowledge by attending continuing education programs.
- Participate in multidisciplinary team approach to effect change and generate positive outcomes through the sharing of knowledge about the health care consumer and/or situation; function as a provider, mentor, educator, researcher, and case manager in collaboration with the health care consumer and other professionals and agencies; function as a liaison between the family, school, and community.
- Participate in quality assurance review, including systematic review of records and treatment plans on a periodic basis.
- Promote a practice environment that reduces environmental health risks of health care consumers, including visitors; participate in strategies that promote emotionally and physically healthy communities.
- Provide case management for children with high-risk medical issues.
- Provide computer-generated reports.
- Provide childhood immunizations for school requirements.
- Provide direct health services to identified students, following standardized procedures.
- Provide health care education; anticipatory guidance regarding common child health concerns and utilize community resource opportunity for the student and/or family.
- Provide health maintenance care for students, including wellness examinations, physical examinations for school entry and sport activities.
- Provide referrals for children with potential or suspected health problems or conditions.
- Provide routine developmental screenings; diagnose and treat common childhood illnesses according to practice protocols.
- Record and maintain an accurate, cumulative health records for childhood examinations.
- Train and provide work direction, guidance, coaching, and oversight to assigned personnel as directed; provide input concerning employee evaluations as requested; identify professional development needs and provide on-going support to assigned personnel.
- Use prescriptive authority, in accordance with state and federal laws and regulations to treat illness, improve health status and provide preventative care.
- Use, develop and maintain current evidence-based protocols and guidelines, including research findings, to guide practice; incorporate evidence when initiating changes in practice; participate in data collection such as surveys, pilot projects, and formal studies; adhere to standardized care guidelines in clinical practices.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies and procedures as determined by the Fresno County Superintendent of Schools.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.

- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:

- Drive a vehicle to conduct work, using own transportation.
- Drive the mobile health unit, the size of a recreational vehicle.
- Participate in the maintenance and safety checks of the mobile health unit before clinics.
- Perform related duties as assigned.
- Work a flexible schedule and able to travel between the city and county's school sites and other locations as indicated.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- CPR methods and procedures.
- Evidence based practice and continuous quality improvement Health services available to students.
- Knowledge of disease prevention.
- Knowledge of federal and state regulations, including HIPAA and OSHA.
- Local, State and Federal standards and requirements governing health programs.
- Modern medical terminology, equipment, and techniques.
- Normal health and development as related to pediatric/adolescent/young adults.
- Practices and procedures involved in the administration of health services.
- Primary, secondary and tertiary prevention as related to students with disabilities.
- Problems and concerns of students with special needs.
- Basic vehicle maintenance.
- Proper English usage, grammar, spelling, punctuation, and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:

- Administer CPR/First Aid in an emergency.
- Advocate for families to obtain needed health resources.
- Collaborate with program administration, staff, outside agencies and school districts in administering health services.
- Coordinate communications and resources to ensure program activities run smoothly and effectively.
- Establish individualized health plans.
- Initiate and maintain student health records.

- Interpret, apply, and ensure compliance with district policies, procedures, and government regulations.
- Monitor communicable diseases and health issues that affect public schools.
- Monitor and operate medical equipment.
- Monitor health records, medication, and safety conditions.
- Obtain relevant health and medical history and performing physical examination based on age and history.
- Ordering and performing preventative and diagnostic procedures.
- Plan, organize, identify, and provide health services, case management and related services to students.
- Prepare and maintain accurate charts and reports.
- Provide technical expertise, information and assistance to site personnel and parents.
- Provide work direction, guidance, coaching and oversight to assigned personnel.
- Provide input concerning evaluations of assigned classified personnel upon request.
- Supervision of medical professionals from community organizations.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Perform duties and responsibilities in an efficient and effective manner.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction.

EDUCATION AND EXPERIENCE:

EDUCATION:

- Bachelor's degree in Nursing or related field.
- Master's degree in Nurse Practitioner Program.

EXPERIENCE:

- Experience in Clinical, Public Health or School Nursing preferred.

LICENSURE AND OTHER REQUIREMENTS:

- Valid California School Nurse Services Credential or eligibility to be granted a credential authorizing services.
- Valid California Registered Nurse License; maintain malpractice insurance or other statutorily authorized financial responsibility in accordance with licensure.
- Valid California Nurse Practitioner Certification.
- Valid California Nurse Practitioner Furnishing Number preferred.
- Valid Audiometry Certification or working towards receiving certification.

- Valid CPR/AED Certificate issued by an authorized agency.
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.
- Valid Defensive Driving Certificate issued by an authorized agency within one year of date of hire.
- This position may require a pre-placement medical assessment (paid for by FCSS) at a clinic selected by the county office. Any offer of employment is contingent upon successful certification by designated physician that applicant is able to perform essential functions of the job, with or without reasonable accommodation.

WORKING CONDITIONS:

ENVIRONMENT:

- Classroom, school campus and playground environment.
- Drive a vehicle to conduct work, using own transportation.
- Health office, and/or school facility environment.
- Mobile Health environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to fifty (50) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

HAZARDS:

- Potential for contact to include but may not be limited to blood borne pathogens, communicable diseases, blood and other bodily fluids.
- Potential for interaction with students that have emotional disturbances and or aggressive behaviors.

- Indoor and outdoor environment where health and safety considerations exist from physical labor and use of mobile health equipment.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:

Effective: 05/25/2021

Revise: 05/30/2024