

## **REGISTERED NURSE AND EAP COORDINATOR (SCHOOLS)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional nursing work at one or more schools involving the maintenance of acceptable health standards, school health records and emergency treatment of students and employee health problems. Responsibilities also include serving as a liaison person for the school district by referring school employees who request assistance under the Employee Assistance Program (EAP) to designated public or private guidance services including narcotics (drug) and/or alcoholic centers. This position also differs from the certified position of School Nurse-Teacher in that there is no responsibility for classroom instruction or guidance of students. The work is performed independent of day-to-day technical supervision. Administrative supervision is received from the School Principal. Supervision may be exercised over one or more clerical assistants. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists the School Physician in physical, visual and auditory screening examinations of students;

Administers first aid emergency treatment to students and employees;

Prepares and maintains health records for school authorities;

Arranges to transport sick or injured students or employees to hospital, home, doctor's or dentists office in case of emergency;

Serves as the liaison person between the school district and the designated rehabilitation agency;

Refers school employees wishing to take advantage of the Employee Assistance Program to the agency capable of handling their particular problem;

Inspects the school plant, playground and cafeteria with a school physician who reports to the School Principal on general safety and sanitary conditions;

Orders, inventories and oversees the storage of first aid and related health supplies and equipment;

Consults with attendance teachers and staff members concerning a variety of health factors related to non-attendance and communicable disease;

Prepares and maintains records and reports as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of nursing principles and techniques and their relation to medical practices and skill in their application; working knowledge of materia-medica, dietetics, sanitation and personal hygiene; skill in the application of nursing techniques and practices; ability to understand and follow technical, oral and written instructions; ability to keep records and make reports; ability to get along well with students, teachers, parents and others; ability to carry out successfully the measures prescribed; ability to plan and supervise the work of sub-professional and non-technical personnel; ability to serve in a liaison capacity.

**MINIMUM QUALIFICATIONS:** Possession of a valid license to practice as a Registered Nurse in New York State.