

VALLEJO CITY UNIFIED SCHOOL DISTRICT

Human Resource Services

665 Walnut Avenue, Vallejo, CA 94592

JOB DESCRIPTION

CERTIFIED NURSE PRACTITIONER

Title:	Certified Nurse Practitioner	Reports To:	Coordinator of Student Health
Department:	Student Health	Work Year:	
Classification:	Certificated	Salary	See Certificated Employee Salary Schedule
Date Approved:	November 2009		

DESCRIPTION OF POSITION:

To improve children’s health in conjunction with the educational setting by performance of physical examinations, developmental assessments, immunizations, anticipatory guidance, and management of common pediatric problems in the setting of the District Health Center. These services enhance children’s attendance in school, and assists families to meet their health care needs.

REPRESENTATIVE DUTIES:

- The Nurse Practitioner provides health maintenance care for children, including well child examinations, immunizations, school physicals and sport activities.
- The Nurse Practitioner provides routine developmental screenings and diagnoses and treats common childhood illnesses according to practice protocols.
- The Nurse Practitioner uses prescriptive authority in accordance with state and federal laws and regulations to treat illness improve health status and provide preventative care.
- The Nurse Practitioner provides health education; anticipatory guidance regarding common child health concerns and utilizes community resource opportunities for the child and/or family.
- The Nurse Practitioner records and maintains accurate records for each examined child.
- The Nurse Practitioner participates in a multidisciplinary team approach by collaborating with other health care providers in the delivery of health care and acts as a resource person for health related issues.
- The Nurse Practitioner consults with School Nurses in regards to children with special needs and facilitates the family’s entry into the health care system.
- The Nurse Practitioner develops and maintains evidence-based pediatric protocols/guidelines for managing health maintenance and common alterations in pediatric status.
- The Nurse Practitioner adheres to standardized care guidelines in clinical practice.
- The Nurse Practitioner combines the roles of provider, mentor, educator, researcher, manager, and consultant and performs duties as assigned by the Coordinator of Student Health Services.
- The position requires knowledge of obtaining a relevant health and medical history and performing physical examination based on age and history, ordering and performing preventative and diagnostic procedures.
- Work involves formulating a differential diagnosis based on history, physical examination and diagnostic test results, developing and implementing a treatment plan based on scientific principles, theoretical knowledge and expertise, and selecting appropriate pharmacological and non-pharmacological interventions.
- The Nurse Practitioner incorporates the role of the Nurse Practitioner in the school system, combining roles of provider, educator, manager, and consultant.
- The Nurse Practitioner monitors communicable disease and health issues that affect public schools.

- Perform physical examinations and recommend appropriate, age specific treatment modalities to each child.
- Furnish and administer medications to children according to protocols of practice.
- Perform age appropriate techniques of CPR in an emergency situation.
- Interpret, Apply, and assure compliance with District policies, procedures, and governmental regulations.
- Function under applicable sections of State Education Codes. Laws and Regulations.
- Establish and maintain cooperative and effective working relationships with patients, parents, peers, administrators and community resources.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Completes work with many interruptions.

EDUCATION AND EXPERIENCE:

- Bachelor of Science Degree in Nursing
- Completion of a Certificate or Masters prepared Nurse Practitioner Program
- Five years of successful professional nursing experience is preferred
- School Nurse Credential within five years of employment
- Valid California Registered Nurse License
- School Audiometric Certificate; may obtained while working under supervision.
- Valid California Nurse Practitioner Certification
- Valid California Furnishing Number. (May be obtained while working under supervision)
- Valid California Driver’s License

ABILITY TO:

- Requires good arm, hand, and finger dexterity in order to operate keyboard, examination equipment and other office and medical equipment.
- Requires visual acuity to read words and numbers/ requires speaking and hearing to communicate in person or over the phone.

PHYSICAL REQUIREMENTS: Frequency Key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); frequently – up to 75% of shift (4).

Activity	Frequency	Activity	Frequency
Bend	3	Lift/carry 0-10 lbs	3
Twist	3	Lift/carry 11-25 lbs	3
Squat	3	Lift/carry 26-40 lbs	2
Kneel	2	Lift/carry 41-100 lbs	1
Climb	2	Stand	4
Reach above shoulder	3	Walk	4
Grip/Grasp	4	Sit	4
Extend/Flex Neck	4	Drive	3
Use Right Hand	4	Perform Repetitive Hand Motions	4
Use Left Hand	4	Keyboarding/Mouse Work	4
Ability to See	4	Ability to Hear	4

THE VALLEJO CITY UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex. The district is compliant with ADA requirements.