POSITION DESCRIPTION

TITLE: Procedures Nurse
LOCATION: Special Services
REPORTS TO: Executive Director, Special Services and Federal Programs
DEPARTMENT: Health Services/Special Services

SUMMARY STATEMENT:
The Procedures Nurse is delegated by school nurses and is responsible for performing clean intermittent catheterization (CIC), diabetic care for students with disabilities, as well as administering tube feedings or suctioning when necessary. The Procedures Nurse also performs other health related activities as requested by the Registered Nurses. The Procedures Nurse will assist in care delivery and educating students about their medical needs. The Procedures Nurse will travel to several sites each day.

ESSENTIAL FUNCTIONS:
1. Must be able to communicate effectively with students, parents, staff, and medical personnel, both orally and in writing.
2. Perform medical procedures as required by the health care plan of the district R.N. and doctor's orders.
3. Administer medications and tube feedings.
4. Perform health related activities as assigned.
5. Accurately establish and maintain student health record for procedures and health plans.
6. Maintain professional license and adhere to best practice standards.
7. Travel from location to location to assist students with the above health issues.
8. Perform emergency care, if necessary, for students on case load.
9. Assist in establishing and maintaining a learning environment as specified by health goals and outcomes.
10. Implement behavioral management strategies using techniques that have been suggested in order to address problematic student behaviors impeding timely procedures.
11. Handle body fluids as required by best practice standard precautions.
12. Lift and/or position students as necessary.
13. Attend various training sessions as necessary so as to maintain an up-to-date understanding of school policies, procedures, and laws.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Vision (66-100%)</th>
<th>Hearing (66-100%)</th>
<th>Speaking (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel (66-100%)</td>
<td>Sitting (Up to 33%)</td>
<td>Standing (Up to 33%)</td>
</tr>
<tr>
<td>Walking (Up to 33%)</td>
<td>Stooping (33-66%)</td>
<td>Bending (33-66%)</td>
</tr>
<tr>
<td>At risk for Bloodborne Pathogens and other potentially infectious materials</td>
<td>Lifting up to 75 lbs with assistance (33-66%)</td>
<td>Acceptable Attendance</td>
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MENTAL DEMANDS REQUIRED:

<table>
<thead>
<tr>
<th>Verbal Communication (66-100%)</th>
<th>Written Communication (Up to 33%)</th>
<th>Confidentiality (66-100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Contact (66-100%)</td>
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Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously   (33-66%) = Frequently   (Up to 33%) = Occasionally
TOOLS AND EQUIPMENT NECESSARY:
Sterile and clean catheters, feeding tubes, and all other tools and equipment needed to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
1. Graduate of an accredited nursing program.
2. Must possess a valid driver's license.
3. Must possess current Washington State LPN license or RN license.
4. Must meet at least current Washington State requirements for HIV/Aids education for health care providers.
5. Demonstrated ability in performing catheterization, tube feedings, and suctioning.
6. Knowledge of diabetic care including insulin, pumps, carb counts, etc.
8. Must be able to work independently as well as with a team.
9. Demonstrated ability to maintain confidentiality of sensitive information.
10. Must be able to communicate effectively with students, parents, staff, and medical personnel.
11. Must be able to travel from location to location in order to accomplish tasks.
12. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

Notice of Nondiscrimination:
Evergreen Public Schools does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
<th>Section 504/ADA Coordinator</th>
<th>Civil Rights Compliance Coordinator</th>
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</thead>
<tbody>
<tr>
<td>Cale Piland</td>
<td>Holly Long</td>
<td>Tracy Thompson</td>
</tr>
<tr>
<td>13501 NE 28th Street</td>
<td>13501 NE 28th Street</td>
<td>Director Human Resources</td>
</tr>
<tr>
<td>P.O. Box 8910</td>
<td>P.O. Box 8910</td>
<td>13501 NE 28th Street</td>
</tr>
<tr>
<td>Vancouver, WA 98668-8910</td>
<td>Vancouver, WA 98668-8910</td>
<td>P.O. Box 8910</td>
</tr>
<tr>
<td>Telephone: (360) 604-4431</td>
<td>Telephone: (360) 604-6711</td>
<td>Telephone: (360) 604-4010</td>
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Variable Days Per Year (Includes Holidays)
Variable Hrs. Per Day

PSE: _____________________________ Date: _______________
District: ___________________________ Date: _______________

Revised Date: 09/01/2019
Classification: Professional Technicians (PSE)
Class: Class V
Display on Web? Yes

Procedures Nurse