



PR LOG #:

DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION				WORKING TITLE			
Registered Nurse				Registered Nurse			
BRANCH							
Building Educational Success Together Branch							
DIVISION				OFFICE			
State Special Schools and Services Division				California School for the Deaf, Riverside			
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION			
R17	2		205-240-8165-005	Riverside			
PROBATIONARY PERIOD		TENURE		TIME BASE		BILINGUAL POSITION	
12 Months		Permanent		Full-Time		No	
TELEWORK OPTION		SAFETY SENSITIVE POSITION			CONFLICT OF INTEREST CLASSIFICATION		
In-Office		Yes			Yes		
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES							
<p>The Registered Nurse for the California School for the Deaf, Riverside, Department of Health Services, functions under the direction of the Health Services Supervisor and school physician. Provides triage, first aid services, patient education and administer medication to our student population. Develops health care plans and participates in IEP meetings as needed.</p>							
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS							
<p>All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.</p>							
SUPERVISION BY							
<p>The Registered Nurse for the California School for the Deaf, Riverside, Department of Health Services, functions under the direction of the Health Services Supervisor.</p>							
SUPERVISORY RESPONSIBILITIES							
N/A							
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS							
<p>This position is mainly office centered. The nurse will also respond to medical events and emergencies out on the school campus. There is potential for exposure to body fluids while assessing and treating sick or injured patients. Duties may involve lifting objects greater than 10 pounds.</p>							

ESSENTIAL/NON-ESSENTIAL FUNCTIONS
 Relative % of Time Required: Essential Function Non-Essential Function
Duties Performed

Triage students in the treatment room. Includes the following: physical assessment, obtain medical history, temperature and other vital sign checks. Minor labs include throat cultures, dipstick urinalysis and document all tasks. Establish a nursing diagnosis and determine course of care. Implement care plans as outlined in the Physician's Standing Orders. Administer medication. Assist with medical and vision exams as needed. Provide first aid to staff and students on campus as needed. Provide and document inpatient care, provide assessment of status, comfort measures, noting symptoms, administration of medication and treatments. Mandated reporting: understands and adheres to all guidelines and procedures related to mandated reporting of suspected child abuse and dependent adult abuse. Understands and adheres to "Procedures for Communicating Student Issues Among Staff" and "Interviewing Students and Documentation Guidelines". Remains vigilant and attentive to student needs at all times.

 Relative % of Time Required: Essential Function Non-Essential Function
Duties Performed

Receive, transcribe and administer all medications and treatments ordered by the physician. Teach health care to the students and staff as needed. Stock supplies in the treatment and medication rooms. maintain line of communication between Health Services staff, school and cottage staff regarding the students' needs and plan of care. Light housekeeping duties - wipe down common touch work areas, make beds, pass water and meal trays, etc. Clerical and non-nursing duties includes filing, phone, typing, contacting parents, contacting cottages or school, writing letters to families. Write reports, auditing charts and other paperwork as needed. Assist in composing medical summaries for IEP reports and attending IEP meetings as needed.

 Relative % of Time Required: Essential Function Non-Essential Function
Duties Performed

Miscellaneous Duties: Maintain flexibility to assume any duties that may occur. Includes: relieving staff positions as needed in the event of another staff member's absence. Review charts and recommend changes as needed. Arrange for transportation of students for medical care as needed.

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Required to maintain possession of a current and valid California Registered Nurse License and CPR/Basic Life Support Certificate

PERSONAL CONTACTS

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

MANAGER/SUPERVISOR NAME

MANAGER/SUPERVISOR SIGNATURE

DATE

HRD C&P ANALYST

HRD APPROVAL DATE

EFFECTIVE DATE

DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor