



HOUSTON

## Nurse Job Description

### Qualifications

Any combination of education, licenses, certifications and experiencing providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

- Bachelor's degree in Biology, Chemistry or related science area, with course work in growth and development, health assessment, public or school health, crisis intervention and health education
- Master's degree in related field preferred
- Successful experiences working with pediatric populations, preferably in a community or school setting
- Registered professional nurse, designated as R.N. as defined and determined by state law, and currently licensed in the state
- Current certification in Cardio-Pulmonary Resuscitation (CPR)

### General Responsibilities

- Communicate frequently and in a timely fashion with other Mentors and Directors
- Spend time at [decats.org](http://decats.org)
- Meet deadlines regarding employment and program needs
- Read, review and comply with all obligations in Faculty Handbook
- Collaborate with and support other staff
- Support Office Manager(s) as needed when Scholars do not require nursing care
- Any other duties as needed and assigned by Directors

## Pre-June Responsibilities

FEBRUARY	<ul style="list-style-type: none"><li>• Attend New Faculty &amp; Staff Orientation (1 Day)</li><li>• Complete Safe Environment Training online initial or refresher module as required</li><li>• Complete onboarding forms and processes</li><li>• Practice and review DECATS Methodology</li></ul>
MARCH	<ul style="list-style-type: none"><li>• Attend All Faculty &amp; Staff Training 1 (1 Day)</li><li>• Practice and review DECATS Methodology</li></ul>
APRIL	<ul style="list-style-type: none"><li>• Attend All Faculty &amp; Staff Training 2 (1 Day)</li><li>• Practice and review DECATS Methodology</li></ul>
MAY	<ul style="list-style-type: none"><li>• Assist with contact of participating families that requested to speak with staff prior to start of program, such as those with health and special needs</li><li>• Practice and review DECATS Methodology</li></ul>

## June Responsibilities

BEFORE PROGRAM	<ul style="list-style-type: none"><li>• Attend and participate in campus preparation and site setup with Campus Directors (1 Day)</li><li>• Attend and participate in pre-program in-services (3 Days)</li><li>• In collaboration with others, set up and decorate common areas of campus</li><li>• Set up clinic area, and assist with set up of office</li><li>• Take inventory of first aid supplies and request more from Directors as needed</li><li>• Review with Program Director how to receive guests</li></ul>
DURING PROGRAM	<ul style="list-style-type: none"><li>• Attend and participate fully in duration of program (14 Days)</li><li>• Attend and participate in daily morning faculty meeting</li><li>• Display, memorize, teach, review, practice and refer to the five DECATS rules</li><li>• Maintain a safe, positive, accepting climate, exercising Safe Environment Training procedures</li><li>• Assist parents with completion and submission of required paperwork and medications for administration during the program</li><li>• Provide emergency care for the ill and injured, using first aid procedures and obtaining assistance in cases of serious trauma and / or illness</li><li>• Assist with the management of Scholars who have health problems</li></ul>

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- Perform nursing assessment for Scholars who are ill or injured, applying appropriate theory as basis for providing first aid, nursing care, intervention and referrals
  - Dispense medication according to policies and law, documenting time, dosage and name of person administering medication
  - Provide guidance and health education to Scholars, parents and Mentors as necessary
  - Provide Mentors and Directors who have a need-to-know with information about Scholars with medical conditions, and assist with the management of those conditions throughout the program
  - Execute policy with respect to the exclusion and readmission of Scholars in connection with certain infectious and contagious diseases
  - Maintain confidential and accurate records and documentation in accordance with applicable guidelines, rules and laws
  - Report to parents, program administration, physicians, clinics and others as needed to meet Scholar health needs
  - Provide instruction and training regarding the Heimlich Maneuver, blood Borne Pathogen training and any other essential basic healthcare and first aid training with regard to providing care for Scholars, including those with special needs
  - Notify the appropriate person(s) or agency of Scholar's injury or illness in accordance with policy as necessary
  - Confer with parents, Scholars and Directors to interpret health and development assessments as needed
  - Actively fulfill supervisory duties as assigned
  - Answer campus phone and email, distributing messages as appropriate
  - Assist with review and maintenance of Scholar attendance via computer system, in collaboration with Office Manager(s)
  - Greet, welcome and assist parents and visitors
  - Support Office Manager(s) as needed when Scholars do not require nursing care
  - Complete and submit Mentor Evaluation
  - Attend closing luncheon on final day of program