Memorandum for the Elizabethtown Independent Schools Board of Education

From: Cora Wood

 Director of Personnel

Date: May 3, 2013

Subject: Approve Substitute Nurse Position, Set Hourly Rate of Pay, and Approve Job Description for a Substitute Nurse

Since the district approved the hire and job description of a district nurse in June, 2012, it has become increasingly apparent that someone to service the medical needs of selected students is of vital importance. We have a larger number of students who have severe health issues and require a specialized administration of medication during the instructional day.

Until now, if our district nurse was on leave, we have been able to arrange for the student’s parent to come to the school and provide the treatment needed by their student. We have only had to coordinate this on two occasions this school year, because the district nurse has only missed two days of work since August 6, 2012.

The challenge facing the district at this time is that we are enrolling another student with severe medical issues whose parent works outside the home and cannot come to the school if needed to administer required daily treatment. Should the district nurse not be at work, we must have someone specially trained and licensed to provide the required treatment for the student.

After inquiring from neighboring districts as to how they’ve handled this issue, I have learned that they either hire substitute nurses or contract service with Lincoln Trail. Our Assistant Superintendent for Student Support and Services contacted Lincoln Trail about the possibility of contracting service from them if the district nurse needed to take leave, but the fee charged to provide such a service was exorbitant. The more cost effective solution was used by districts that employed substitute nurses, paying them approximately $20 per hour for their service.

Meade County Schools employ nurses from Hardin Memorial Hospital as substitute nurses. Since their shifts are often not daily, but in two to three day increments, they have a day or two each week that they’re available to substitute. I would hope to attract some of the local nurses for an opportunity in our district as well.

Our district nurse has already informed us that she’ll need to be away from the district for medical leave a few weeks in the fall of 2013. In an effort to prepare for her absence and maintain much-needed medical service to students, I’m requesting that you approve a Substitute Nurse position for our district at an hourly employment rate of $20 per hour. A job description for the position is enclosed for your review, consideration, and adoption as well.