February 9, 2023

To Mr. Garrison and Board of Education Members:

The education system and the healthcare system have experienced greater impacts from the global pandemic than almost any other industry. School nursing is at the height of this – balancing the impact and demands from *both* the education system and the healthcare system. While we are grateful for the progress that’s been made, we also acknowledge that school nursing may never be what it once was.

Nurses are facing burnout and leaving the profession at unprecedented rates. In the last two years, 7 of our school nurses have resigned (4 full-time nurses and 3 substitute nurses). School nurses often report being overwhelmed, under-trained, and without adequate support to complete their tasks. There is tremendous concern that this burnout and turnover will continue if this is not addressed. With the recent vacancy of our District Health Assistant position, this is the perfect time to consider restructuring our Health Services department to allow for better support, better implementation of services, and improved processes to maintain compliance.

My proposed solution is to create a position of a District Nurse.

**How can a District Nurse benefit our district?**

* The District Nurse will float through the district to support our school nurses, and will provide health office coverage when a nurse is absent.
* The District Nurse will assist the Director of Health Services with compliance, data monitoring, training and delegation of nursing procedures, development and implementation of new programs, and improved collaboration with community healthcare agencies.
* The District Nurse will singlehandedly fill several roles that are missing within our department: replacing our Health Assistant, performing as an Administrative Assistant to the Director of Health Services, and serving as an additional built-in Sub Nurse.
* Having a trained and licensed nurse in this support position, instead of an unlicensed health assistant, eliminates many barriers and improves student safety.

**How would the District Nurse’s contract be structured?**

* The District Nurse must be a licensed Registered Nurse due to their responsibilities of training and delegation.
* I propose that the District Nurse be contracted for 205 days. This provides support for the school year, plus 20 days in the summer for the Director of Health Services to have administrative support in wrapping up the current school year, assisting with summer trainings, and preparing for the upcoming school year.

It is my hope that the benefits of hiring a District Nurse are evident. I appreciate your time and consideration of this position.

Sincerely,

Jennifer Fowee, MSN, APRN  
Director of Health Services  
Covington Independent Public Schools

COVINGTON INDEPENDENT PUBLIC SCHOOL DISTRICT

POSITION VACANCY

### POSITION: DISTRICT NURSE - RN

### SCHOOL/PROGRAM: HEALTH SERVICES - DISTRICTWIDE

DATE POSTED: FEBRUARY 1, 2023

**APPLICATION DEADLINE: FEBRUARY 15, 2023 (OR UNTIL POSITION IS FILLED)**

QUALIFICATIONS:

* Four year Bachelor of Science in Nursing degree from an accredited university.
* Current Registered Nurse license in the state of Kentucky.
* At least three years nursing experience (school health experience preferred).
* At least one year staff supervision experience (preferred).
* Valid Kentucky driver’s license.
* Valid First Aid and CPR Certificate issued by an authorized agency.

KNOWLEDGE OF:

* Policies, objectives, rules and regulations related to school health services program.
* Vision, hearing, dental and other screening procedures and techniques.
* Health promotion, delegation trainings, and public speaking techniques.
* First aid, CPR, and nursing practices and procedures.
* Health and safety regulations.
* Communicable diseases.
* Modern office practices, procedures, and equipment.
* Record-keeping techniques.
* Oral and written communication skills.
* Interpersonal skills using tact, patience and courtesy.
* Technology programs including Microsoft Office, Google Drive, and more.

ABILITY TO:

* Assist the Director of Health Services in planning, coordinating, implementing and modifying a comprehensive health services program for the school district.
* Work independently with direction from the Director of Health Services.
* Observe health and safety regulations, and state and local laws.
* Compile, verify, and maintain data and prepare reports.
* Support school nurses in daily work and program planning.
* Work in the role of a school nurse or assist in school health offices, when needed.
* Administer first aid to ill or injured students, when needed.
* Administer emergency medications and perform emergency procedures, when needed.
* Perform routine health office duties such as medication administration, health office visits, and health services procedures such as tracheostomy care, tube feedings, and diabetic care.
* Train and support new school nurses through orientation.
* Train others to receive delegation of medication administration, diabetic care, tracheostomy care, tube feeding, catheter care, and other health services procedures.
* Communicate with others regarding a variety of health-related activities or concerns.
* Coordinate a variety of health-related programs and activities.
* Maintain inventory and order supplies for department.
* Provide consultation to parents, students, teachers, school nurses, and school authorities.
* Communicate effectively both orally and in writing.
* Establish and maintain cooperative and effective working relationships with others.
* Learn district organization, operations, policies and objectives.
* Meet schedules and time lines, with many interruptions.
* Work confidentially with discretion.
* Operate standard office equipment as required.
* Travel between schools in the district as needed throughout the day
* Maintain current knowledge of technological advances in the field.
* Determine appropriate action within clearly defined guidelines.

**JOB GOAL:**

* To assist the Director of Health Services with health services programs, compliance with state and local laws, and in creating a climate of health and well-being in the schools of the district; to support and assist all school nurses in the district.

**PERFORMANCE RESPONSIBILITIES:**

* Assist with planning, implementing, and evaluating school health services across the school district.
* Assist Director of Health Services and school nurses to ensure best practice service delivery.
* Communicate within the Health Services department, within the school system, and with community resources and agencies to enhance systems of referral for improved child health care.
* Maintain current standards of nursing and provide services according to the district’s policies and procedures.
* Assist with maintaining compliance with state, local, and district regulations.
* Promote the appropriate use of health screening techniques; plan for the follow-up and referral.
* Act as a resource person to school nurses, school personnel, students and parents regarding the various aspects of health education; provide or recommend health education materials and resources.
* Provide training for unlicensed personnel to learn about the care of students who become ill or injured at school; arrange for the instruction of school personnel to give emergency care.
* Prepare and submit reports as required/requested by the Director of Health Services
* Administers CPR, first aid, and nursing care when covering the absence of a school nurse.
* Assists with maintaining health records; updates immunization and student records as needed; prepares and submits compliance reports, and assures compliance with established laws and regulations.
* Makes home visits as requested in order to support student health needs.
* Maintains inventory of first aid supplies; assures medical equipment is in proper working condition; orders supplies and equipment as needed.
* Maintains current knowledge of medical advances and information, public health issues, and treatment procedures.
* Attends meetings or conferences regarding health services, and state and local health-related regulations.
* Understand and follow oral and written directions; communicate effectively both orally and in writing.
* Completes work with many interruptions.
* Participates in in-service training programs.
* Perform other tasks and assume duties as may be assigned by the Director of Health Services and/or Superintendent of Schools.

**RESPONSIBLE TO:** Director of Health Services

**CONTRACT:** 205 Days

**SALARY:** $46,600.60 @ 0 Experience

**APPLICATION PROCEDURE:**

* Complete the **online** application at:  <http://www.covington.kyschools.us>.
* **Please direct questions about the online application process to Aisha Payne at** [**Aisha.Payne@Covington.kyschools.us**](mailto:Aisha.Payne@Covington.kyschools.us) **or 859-392-1014.**

**For information regarding the position contact Janice Wilkerson at** [**Janice.Wilkerson@Covington.kyschools.us**](mailto:Janice.Wilkerson@Covington.kyschools.us) **or Jennifer Fowee at** [**Jennifer.Fowee@Covington.kyschools.us**](mailto:Jennifer.Fowee@Covington.kyschools.us)

**All applications will be evaluated and screened.**