

## SECTION I

### ORGANIZATION, JOB DESCRIPTIONS AND RESPONSIBILITIES

#### ORGANIZATION

Health Services is one program in the Special Services Department of Birdville Independent School District. The organization and personnel are as follows:

Associate Superintendent of Instruction	Dr. Lane Ledbetter	
Director of Special Services	Dr. Betty Grubbs	
Health Services Coordinator	Amy Howard, RN, BSN	
Nursing Staff (RN)		
	Kathy Cheek	Kari Motheral
	Jeannie Brock	Andrew Muehlstein
	Carolyn Bussey	Deborah Nelson
	Susan Cramer	Roselyn Perry
	Allyson Gehman	Samantha Perry
	Karla Gray	Sally Ross
	Deana Hoffman	Charna Salazar
	Amy Howard	Karen Starnes
	Tracy Jennings	Lori Teague
	Angela Junge	Lisa Tisue
	Amber Kahle	Julie Tucker
	Janie Butler	Terri Traylor
	Lily Kingsbury	Julie Warner
	Marilyn Lambert	Lynnette Winsor
	Gloria Leach	Maureen Wright
Nursing Staff (LVN)		
	Tina Calhoun	Candi Harris
	Carroll Carlson	Tia Perkins
	Sherree Duncan	Rose Remmers
	Valorie Forzano	Tammy Tinsley
	Keitra Williams	
	Sp. Ed. Procedure Asst. Patricia Welch	

Each member of the nursing staff is assigned one of the thirty-two campuses. Functions of the Health Services personnel are as follows:

All personnel policies related to contracts, salary, work year, holidays, sick leave, attendance, leave of absence, retirement, and insurance that affect other certificate personnel (RN) and para-professional personnel (LVN) shall affect the nurse.

Hours: The time schedule for the nurse is generally from 7:45 A.M. until 4:00 P.M. for elementary schools and 8:00 A.M. to 4:00 P.M. for secondary schools with adjustments as necessary for the individual schools. It must be recognized that emergencies will arise and that the school nurse (RN) is subject to call after 4:00 P.M. as is the policy for other certified personnel. LVN personnel will work no more than 40 hours/week and will maintain a time sheet that is submitted to her building personnel weekly for signature.

Absence: The nurse must notify the school principal before 7:00 A.M. of all absences. The nurse will also be expected to contact the principal before 3:00 P.M. the day before anticipated return to duty. The nurse should use the substitute management system in addition to contacting the principal. When the substitute must be an RN or LVN trained in special procedures, the nurse must call the Coordinator of Health Services. The nurse will report her/his absence on WebConnect prior to her/his absence.

Attire: The nurse may wear nice casual street clothes or clean scrubs in accordance with the school policy of each individual campus. When working with injury and/or communicable disease the nurse will wear a lab coat, uniform or scrub coat.

## **JOB DESCRIPTION CHARACTERISTICS**

### **TITLE: COORDINATOR OF HEALTH SERVICES**

**QUALIFICATIONS:**

Education:	Baccalaureate Degree in Health Sciences
Licensure:	RN with current Texas license issued by the Board of Nurse Examiners
Certification:	TEA Certification for School Nurses Competency in physical assessment
Special Training:	CPR instructor trainer. Certified vision, hearing and scoliosis screener
Experience:	A minimum of three to five years experience in community health services, which includes contact with school-age children. Previous administrative management A diversity of previous health services experience is recommended

**REPORTS TO:** Director of Special Services

### **PERFORMANCE RESPONSIBILITIES:**

The Coordinator of Health Services shall assist the Director of Special Services in all matters pertaining to health services programs and provide leadership for the district nurses.

## **Birdville ISD -- Job Description**

*Coordinator of Health Services*

**Job Title:** Coordinator of Health Services

**Wage/Hour Status:** Exempt

**Department:** Instruction

**Pay Grade:** A4

**Immediate Supervisor:** Director – Special Services

**Revision Date:** 06.25.02

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### **JOB SUMMARY**

Assists the director in all matters related to health services and provides leadership for the district nurses. This includes budgetary assessment, direction and management, personnel management and facilitation of staff development, purchasing and distribution of health office supplies and direction of programs of health related educational services for students and staff.

### **JOB SCOPE**

This position supervises 30 RN and 9 LVN school nurses and involves budget preparation, monitoring budgeted expenditures and making recommendations on the budget. This includes the management of charitable funding.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Prepares and makes recommendations to Director of Special Services for budgetary adjustments for the health services budget. Assists Director in managing the budget to provide all schools with equipment for special health needs children, medical supplies for all students and staff health related activities
- Manages health services personnel serving as a consultant to nursing staff as well as administrative personnel. Provides medical updates, evaluative services, legal updates, training for all personnel, as well as in-services for personnel providing special procedures for children
- Provides resources and materials to support staff in accomplishing health service goals
- Interviews, recommends, trains, and orients new staff to BISD on all procedures and special population needs. Makes effective recommendations relative to personnel placement
- Conducts staff meetings and provides staff development for nurses, assistants and other school personnel. Arranges all CPR and first aid training for district personnel. Monitors all district instructors and assists AHA Affiliate Faculty and Program Coordinator
- Serves on central committees related to Sick Leave Bank, child abuse, At-Risk behavior, communicable disease prevention, Northeast Community Healthy Coalition, air quality control, attendance improvement, and drop-out prevention. Acts as liaison between school, community and parents
- Directs and coordinates the Pregnancy/Parenting program. Assists with the coordination of Preschool Round-up arranging for all staffing and program development, in collaboration with Birdville PTA Council and Special Education consultants
- Coordinates with service clubs, community agencies and directs memorial funds to assist medically needy students. Coordinates private duty nursing with home health agencies
- Compiles and submits immunization, special cases testing, and spinal screening information for state and local requirements for all students in BISD. Arranges for and directs all screenings for students in kindergarten, first, third, fifth, seventh and ninth grade as well as all new students to the district
- Revises and updates the health services policy handbook with district policies and state and federal laws
- Monitors the use, care and replacement of capital equipment arranging for timely calibrations of audiometers, etc

- Communicates effectively with students, staff, parents and community maintaining a professional liaison with consulting physicians and attending ARD meetings for children with special needs

#### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES – (CONTINUED)**

Provides training for substitutes in the health offices, for personnel performing special procedures for medically fragile students, and arranges substitutes for special needs situations  
Performs other duties as required

#### **PHYSICAL AND ENVIRONMENTAL CONDITIONS**

Ability to move from location to another. Location of job is in office environment.

#### **MINIMUM EDUCATION, EXPERIENCE AND CERTIFICATION**

- Bachelor's degree in Health Care Administration is required
- Five years experience as a Registered Nurse is required
- One year experience in administrative management, three years experience in community health services (pediatric preferred) is essential
- Valid registered nursing licenses to practice professional nursing in Texas from the State Board of Nurse Examiners is required

#### **KNOWLEDGE, SKILLS AND ABILITIES**

Skills in communication, organization, personnel management, program direction, mathematical calculations and bookkeeping, public relations, nursing procedures, purchasing, pediatric and adolescent medicine. Knowledge of nursing skills, money management, conflict management, crisis management, community services, medical contacts and development differences. Ability to be flexible, handle stressful situations, work with people, learn quickly, read abundantly, organize and direct programs and relate to children. This job requires reading, mathematical and written language abilities. Position requires use of audiometer, otoscope, computer and calculator.

## **Birdville ISD -- Job Description**

*Registered Nurse*

**Job Title:** Registered Nurse

**Wage/Hour Status:** Exempt

**Department:** Special Services

**Pay Grade:** Teacher's Pay Scale

**Immediate Supervisor:** Principal/Coordinator of Health Services

**Revision Date:** 11.03.06

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### **JOB SUMMARY**

Assists in development and implementation of a comprehensive program of health services for the school and/or medically fragile students

### **JOB SCOPE**

Responsible for providing direct health services to students and consultation services to staff  
Promotes health education and preventive health practices for students and staff  
Serves as health advocate for students and staff

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Participates in the development and implementation of a complete and functioning program to provide ongoing emergency health care
- Develops and enforces procedures for the administration, safety, and security of medications, first aid or health supplies, and equipment
- Participates in the implementation of the health education curriculum
- Coordinates health service activities with the instructional program
- Plans and implements health assessment and screening programs
- Assists in control of communicable diseases by interpreting the policies and procedures for control of communicable disease within the school
- Coordinates referrals to health care professionals for medical diagnostic services and treatment as needed
- Implements and complies with policies established by federal and state law, State Board of Education rules, and the local board policy in the area of health services
- Consults with staff on student health problems and provides assistance with individual cases as needed
- Compiles, maintains, and files all reports, and other documents required
- Presents for students a positive role model that supports the mission of the school district
- Maintains a positive and effective relationship with supervisors
- Compiles with all district and local campus routines and regulations
- Effectively communicates with colleagues, students, and parents
- Assesses and responds to needs related to job responsibilities
- Develops and coordinates a continuing evaluation of the health program and implements changes based on the findings
- Provides relevant counseling and guidance to students and parents so they may assume responsibility for maintenance of student health
- Helps families use community resources for health-related needs
- Develops professional skills appropriate to job assignment
- Demonstrates behavior that is professional, ethical, and responsible
- Articulates the district's mission and goals in the area of health care services to the community and solicits its support in realizing the mission

- Demonstrates awareness of district-community needs and initiates activities to meet those identified needs

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES (CONTINUED)**

Demonstrates the use of appropriate and effective techniques for community and parent involvement

**PHYSICAL AND ENVIRONMENTAL CONDITIONS**

Frequent district-wide travel and/or frequent travel on bus with medically fragile student; biological exposure to bacteria and communicable diseases

**MINIMUM EDUCATION, EXPERIENCE AND CERTIFICATION**

Graduate of an accredited professional nursing education program with a Bachelor's Degree in Nursing.

Two years nursing experience, preferably in community health and/or two years hospital-based pediatric nursing experience or equivalent.

Valid registered nurse license to practice professional nursing in Texas from the State Board of Nurse Examiners

**KNOWLEDGE, SKILLS, AND ABILITIES**

AHA CPR Instructor

Certified vision hearing and scoliosis screener as appropriate

PALS certified – Competent in pediatric physical assessment

Competency in ventilator care/tracheotomy care/nebulizer administration/CPT/gastrointestinal feeding and care

Documentation of durable equipment assessment skills

## **JOB DESCRIPTION CHARACTERISTICS**

**TITLE:** **LICENSED VOCATIONAL NURSE**

**QUALIFICATIONS:**

Education:	Vocational Nursing School Program
Licensure:	Current Texas License issued by the Board of Vocational Nurse Examiners
Special Training:	Certified vision, hearing, and scoliosis screener. CPR/Basic first aid instructor
Experience:	A minimum of one year's experience in some phase of community health, which includes contact with school-aged children

**REPORTS TO:**

- Coordinator of Health Services
- Registered Nurse
- Principal of assigned school(s)

### **PERFORMANCE RESPONSIBILITIES:**

The LVN shall provide assistance in all aspects of the duties and responsibilities of the Staff Nurse. The LVN has no responsibilities as the sole health program provider.

## **Birdville ISD -- Job Description**

*Licensed Practical Nurse*

**JOB TITLE:** Licensed Vocational Nurse (LVN)

**WAGE/HOUR STATUS:** Non-Exempt

**DEPARTMENT:** Special Services

**PAY GRADE:** 5

**IMMEDIATE SUPERVISOR:** Registered Nurse/Campus Principal

**REVISION DATE:** 05.09.07

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### **JOB SUMMARY**

Provides assistance in all aspects of the duties and responsibilities of the Staff Nurse

### **JOB SCOPE**

The LVN has no responsibilities as the sole health program provider. This position has no supervisory or budgetary responsibilities.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Pursues the nursing office duties as established by the Staff Nurse
- Informs the Staff Nurse of health emergencies and provides daily updates on nursing office activities
- Updates skills and remains current on CPR and first aid measures teaching personnel as assigned
- Participates in district in-service training programs
- Assists the Staff Nurse in keeping a record of any student coming into the nurse's office for health purposes
- Assists the Staff Nurse in providing proper emergency care of all people injured or ill at school
- Assists the Staff Nurse in maintaining an accurate and permanent health record for each student
- Assists the Staff Nurse with immunization updates and notifications
- Assists the Staff Nurse with all screening of students required by the state and/or by the local district
- Assists the Staff Nurse in administering medication, within the guidelines of the school policy
- Attends orientation for new health services personnel as assigned
- Performs catheterizations, administers tube feedings and provides other special services and procedures as requested by the physician to complement the education of students
- Rides the bus with medically fragile students as indicated in the ARD
- Performs other duties as assigned

### **Physical and Environmental Conditions**

Frequent district-wide travel, biological exposure to bacteria and communicable diseases  
mentally and physically able to perform job functions

### **Minimum Education, Experience and Certification**

- Vocational Nursing School Program
- Current Texas License issued by the Board of Vocational Nurse Examiners
- A minimum of one year's experience in some phase of community health, which includes contact with school-aged children

**Knowledge, Skills and Abilities**

CPR Instructor, certified vision, hearing and scoliosis screener, competency in basic first aid and physical assessment.

## **COORDINATION OF RN/LVN SERVICES**

As Birdville Independent School District expands health services, it becomes increasingly important to organize an efficient system whereby health services support education services to better serve the student needs. Included here is a system to accomplish that goal.

### **I. Definitions**

There are two levels of licenses for nurses, the practical or vocational nurse and the registered nurse. Levels of functioning in the practice of nursing are based on the education requirements and the scope of practice associated with each type of license.

Licensed Vocation Nursing, LVN, is defined as the practice of practical or vocational nursing. This is the application of knowledge drawn from basic education in the social and physical sciences in assessing, planning, ordering, giving, delegating, teaching, and supervising care which promotes the person's optimum health and independence.

Registered nursing, RN, is defined as the practice of registered nursing. This is the application of knowledge drawn from broad in-depth education in the social and physical sciences in assessing, planning, ordering, giving, delegating, teaching, and supervising care which promotes the person's optimum health and independence.

Based on these definitions, the major differences between LVNs and RNs are in the areas of teaching, delegation, supervision, independent function, and the authority to assess and plan a course of action. RN's are authorized to teach clients and family members and also to teach health care practices to other health care providers. LVNs are authorized to provide health care teaching only under the direction of an RN, using the established protocols. When using the nursing process, the LVN participates in and assists with each step of the process; the RN uses each step of the process fully and independently. The RN performs and is to be accountable for the entire nursing process.

### **II. Communications**

Whenever more than one nurse or nurse/LVN share the responsibilities of a school, a system of notes or communications book and phone calls should:

1. Relay pertinent information of daily events
2. Follow-up treatments or accidents that would impact that days events
3. Clarify the daily agenda. The agenda should be initiated by the RN on a weekly basis for continuity of care between RN, LVN, and substitutes.
4. Post a list of medically compromised students

### **III. Medications**

Following the Birdville Independent School District guidelines as indicated in the policy book will facilitate dispensing medications efficiently and accurately. Points to remember are:

1. The RN must transcribe all initial and changed physicians' orders and check their accuracy.
2. Medications should be alphabetized in the MAR handbook and student names written on their cups. These alphabetized sheets can be made on Friday for the following week.
3. Students are to be identified by asking their full names

#### **IV. Special Procedures**

Special procedures include catheterizations, tube feedings and other procedures as requested by the physician to allow students access to their educational program.

1. The RN must transcribe all physician orders and write health action plans and procedures.
2. The RN will do all skills training for school personnel.
3. The LVN and RN will coordinate the administration of special procedures.
4. The RN must sign off on all orders that change prior to the initiation of these orders.

#### **V. Supervision**

RNs are required to supervise the LVNs per Texas Board of Nurse Examiners. The very word supervision means direction and inspection. In order for the RNs to see how the LVN assesses and responds to students, staff, etc. she must be present. This cannot take place after students have left the building. The legal responsibility rests with the RN. Therefore, supervision will take place as follows:

1. Every other Friday, or other regularly designated day, the RN and LVN will meet to review practice issues and work activities at one of the two schools.
2. The RN and LVN will work together to plan nursing activities, clarify concerns and learn new tools.
3. The RN will observe the LVN at work with students, etc.
4. The RN will document supervision and return a copy of that to the Coordinator of Health Services.

**COMPETENCY LEVELS FOR THE LVN AND THE BACCALAUREATE RN  
BY  
TEXAS BOARD OF NURSE EXAMINERS**

The curriculum for vocational nurse (LVN) education is delivered in a clinically intensive certificate program of approximately one year in length.

“The primary role of the entry level graduate of a **vocational nursing (LVN)** program is to provide nursing care **in structured settings for individual clients who are experiencing common, well-defined health problems with predictable outcomes.**”

The board lists LVN level of competencies to include:

- **Assist** in determining the health status and health needs of **individual** clients.
- **Assist** in formation of goals/outcomes and a plan of care.
- **Implement** a plan of care for an **individual**.
- **Implement** teaching plan for an **individual**.
- **Assist** in the evaluation of the **individual** client’s responses and outcomes.
- **Provide** direct basic care in **structured settings**.
- **Use problem-solving approach** as the basis for decision-making.

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**Baccalaureate** education, offered in university settings, provides student with a broad perspective and understanding of nursing, health and healing, the environment and persons as diverse individuals, families, groups, and communities. It integrates approximately 60 college hours from liberal arts, natural, social, and behavioral science courses and 60-70 college hours of nursing courses, resulting in the four-year degree of **Bachelor of Science in Nursing**.

“The baccalaureate graduate uses theory and research-based knowledge in the direct and indirect delivery of care to patients...Graduates of baccalaureate programs are prepared to **provide and direct care to individuals, families, and groups who have complex and unpredictable health care needs in structured and unstructured settings**. Community health nursing, research, and courses that provide depth and breath in the understanding of leadership, management, health promotion, pathophysiology, pharmacology, and care of vulnerable groups are required in the baccalaureate curriculum and are generally not addressed in the preceding levels of education.

The board lists Baccalaureate RN competencies to include:

- **Determine** the health status and health needs based on expanded interpretation of health related data and preventative health practices for **individuals, families, and groups**.
- **Formulate** goals/outcomes and plan of care for **individuals, families, and groups**.
- **Implement** plan of care within legal and ethical parameters for **individual, family and group**.
- **Develop** and implement comprehensive teaching plans for individual, family and group.
- **Evaluate** clients’ (**individual, family, and group**) responses and outcomes to therapeutic interventions.
- **Provide** for the care of **multiple clients** through direct care or assignment/delegation of care.
- **Coordinate** human and material resources for the provision of care for clients.
- **Use** evidence based analytical approach as basis of decision-making.

## **National Association of State School Nurse Consultants, Incorporated**

### **DELEGATION OF NURSING CARE IN A SCHOOL SETTING**

#### **New Demands on Nursing Services**

Students with special health care needs are placing new demands for services on school districts across the nation. Local school boards are being asked to provide health care staff to perform a level of nursing service not seen before in the school setting. Contributing factors are:

1. The trend toward outpatient and homebound treatment rather than treatment in an acute care setting
2. Advances in medical technology, which allow monitoring, and health maintenance services outside the confines of acute care institutions
3. The federal mandate for mainstreaming of special education students with complex health needs
4. Parent expectations regarding rights to health care in the school setting

These developments raise issues of educational placement, student safety, and school and professional liability. In making decisions about educational placement of students with health care needs and who is to provide the nursing service, the primary concern must be for the health and safety of the student. The secondary concern is for legal responsibility of all involved parties (i.e., the school board, school administrators, school staff and, in particular, the school nurse). School administrators are legally responsible for the safety of all students. This responsibility includes provision of required health services by qualified staff. Use of non-qualified staff could risk harm to students.

#### **Nurse's Responsibility for Quality Care**

The nurse's ultimate responsibility is to the student. If the nurse's decisions on care, and who can safely perform it, are in error, the student suffers. In addition, the nurse can be held professionally liable for violations of the Nurse Practice Act.

School district administrators have the responsibility to determine educational placement of the student. Registered nurses are responsible for determining which services a licensed health care provider must provide. The registered nurse is required to make that decision based on the Texas Nurse Practice Act.

#### **Questions About Delegating Care**

There are two critical questions involved in delegating and supervising nursing care:

1. Is this a nursing task under the state's definition of nursing?
  - a. Nursing and medical activities are defined by state statute and interpreted by state boards of nursing and state boards of medicine and/or state attorney generals and courts. Based on this definition, the State Board of Nursing decides whether or not the procedure is one that must be performed by a registered nurse.
2. Can non-licensed school staff render the procedure under the supervision of a registered nurse?
  - a. Nursing activities not specifically addressed in statute or legal interpretations can be performed by a non-licensed individual if the activity does not require the exercising of nursing judgment and if delegated and supervised by a registered nurse.

## **Determinations Required in Each Case**

Given the above, the registered nurse, with delegating and supervising responsibility, makes the following determinations on a case-by-case basis for each student with health care needs and for each nursing activity.

1. The nurse validates the necessary physician orders (including emergency orders), parent/guardian authorization, and any other legal documentation necessary for implementing the nursing care.
2. The nurse conducts an initial nursing assessment.
3. Consistent with the Nursing Practice Act and related regulations of the Board of Nursing, the nurse determines who can perform the task: registered nurse, licensed practical vocational nurse, unlicensed health care provider, or other staff person.
4. The nurse determines the amount of in-service training required for the individual performing the nursing service consistent with the Board of Nursing regulations. This governs the practice by unlicensed personnel.
5. The nurse evaluates the competence of the individual to safely perform the task prior to delegation.
6. The nurse provides a written care plan to be followed by the unlicensed staff person.
7. The nurse determines the amount and type of registered nurse supervision necessary.
8. The nurse determines the frequency and type of routine student health reassessment and reevaluation necessary for ongoing safety and efficacy.
9. The nurse outlines in the care plan instances when a change in student condition, change in performance of procedure, or change in other circumstance warrants registered nurse intervention and/or reassessment.
10. The nurse determines and monitors the amount and type of documentation to be completed by unlicensed staff, consistent with the Texas Nurse Practice Act and rules promulgated by the State Board of Nursing.
11. The nurse documents activities appropriate to the nursing actions listed above.

## **If The School Is Not The Best Setting For Care**

If the delegating and/or supervising nurse determines that a requested procedure cannot be safely performed in the school setting, the nurse should take the following steps:

1. Write a memo to the Coordinator of Health Services explaining the situation in specific detail including:
  - a. The reason the procedure should not be performed in school.
  - b. The potential harm to the student that may result from performing the procedure at school; and
  - c. Recommendations, if any, for safe performance of the procedure at school.
2. Maintain a copy of the memo
3. Work with the Coordinator of Health Services, school principal, and treating physician to resolve the issue. If resolution is not forthcoming forward copies of the memo to one or all of the following: the State Board of Nursing, the BISS Director of Special Services, and the BISS Coordinator of Health Services.

**HEALTH SERVICES POSITION STATEMENT**  
**ROLE OF THE REGISTERED NURSE**  
**Birdville Independent School District**

School nursing is a professional registered nursing specialty as stated in the Texas Board of Nursing Examiners (BNE) Position Statement: 1513. The RN has the educational preparation, critical thinking skills and clinical expertise essential to nursing in the school setting. School nursing requires substantial specialized judgment and skill based upon the knowledge and application of the principles of biological, physical, and social sciences as acquired by completion of college preparation in an accredited school of professional nursing resulting in a minimum of Bachelor of Science in Nursing.

The scope of nursing practice in the school setting involves the assessment of the nursing/health care needs of the student, the development of a plan of care, implementation of the plan, and evaluation of the outcomes. Quality school nursing impacts students, parents, community members and employees. Activities range from direct services to advisory functions and consultation. Interdisciplinary collaboration and risk, crisis, and program management are also essential skills. RNs promote the optimum health of students and provide competent nursing care in the school setting.

The essential components of professional nursing practice are the responsibility of the RN. Due to the challenges associated with the provision of professional nursing in the school setting, it is the responsibility of the RN to know and conform to the Nursing Practice Act, including the Standards of Nursing Practice (Rule 217.11) and the Delegation Rules (Rules 218). The provision of nursing care, when provided by a Licensed Vocation Nurse (LVN), should be under the direct supervision of the RN. The RN, in compliance with the Board of Nurse Examiners' Standards of Professional Nursing Practice, assigns those aspect and activities to the LVN, which is within the LVN's educational preparation and demonstrated competence to provide. The RN daily monitors, coordinates, and evaluates the provision of health services necessary to meet individual student health needs essential in achieving educational objectives. Direct supervision is particularly important with those students who have unstable and unpredictable health conditions. In this case, direct supervision requires a registered professional nurse to be working on the same unit and be readily available to provide consultation and assistance.

Because of the growing number of students entering the school system with special health care needs, the BNE recognizes that an RN cannot provide all health related services. Therefore, the RN may delegate routine, repetitive tasks in the school setting in compliance with the BNE's Delegation Rules. The delegation rules specify the criteria, supervision, and training, which must be met and provided when the decision to delegate is made by the RN. Any nursing intervention that requires specialized nursing knowledge of skills cannot be delegated. The accountability for the delegated tasks remains with the RN. This necessitates immediate on site proximity and availability of the RN. In other instances, when the administration of medication is delegated by the public school official in accordance with the rules of the Texas Education Code, the RN's obligation is to (1) verify the training of the unlicensed person, (2) verify the competency, and if unable to assure (1) and (2), (3) notify the public school official of the situation.

Given the complexity, current numbers, and future projections increasing numbers of children entering the school system with complex nursing and health related needs, the BNE believes that the RN must follow the nursing process to establish a plan of care (see attachment-Nursing Process). The RN is responsible for the delivery of safe, effective health care to the school children of Texas.

## **THE PRACTICE OF NURSING IN BISD AND THE NURSING PROCESS**

"Practice of nursing" is defined as diagnosing and treating human responses to actual or potential health problems through such services as identification thereof, health counseling and providing care supportive to or restorative of life and well-being. This includes the performance of such additional services requiring education and training recognized by the nursing profession as proper to be performed by licensed registered nurse and which are recognized by the rules of the Texas Board of Nurse Examiners. "Practice of nursing" includes executing medical orders as prescribed by a physician or dentist, but does not include such execution by a member of the immediate family for another member where the person executing the care is not licensed as an RN. The practice of nursing includes providing supervision of nursing assistants. (Oregon State Board of Nursing. ORS 678.010(6) as discussed in the declaratory ruling December 1, 1988. Hillsboro Union High School District No 3 vs. Potts, Elskamp, and Mitts. Amended to include State Board of Nursing and State Board of Medical Examiners.)

This definition has two parts. The first part is a broad description of those activities which nurses perform independent of direction from other health professionals i.e., diagnosing, treating, problem identification, teaching, and providing care. The second part is the portion of nursing practice based on direction from other health care professionals through the execution of medical orders.

Nursing is both an art and a science and is based on the nursing process which is a systematic problem-solving method used by nurses in providing nursing care. The nursing process is a five-step process that includes:

- Assessing the client's condition or status
- Making nursing diagnoses based on assessment
- Planning care
- Intervening (treating)
- Evaluating the effectiveness of the care provided

The nursing process is ongoing and cyclical in the nurse's contact with the client and involves not only the nurse's goals for the client, but also the client's goals. The focus of nursing practice is to provide support in an appropriate form e.g., direct care, teaching, and provision of outside resources in order to improve the client's well-being and to maximize client function related to physical, emotional, and social health. The focus of nursing practice is on the entire person, not only on the client's physical health needs.

The public most clearly sees the intervention or treatment step of the nursing process during which the nurse is either giving direct care to the client or providing health teaching to the client. The public therefore, often mistakenly assumes that the performance of specific tasks is the essence of the practice of nursing. Intervention is only one step in the five-step process used in the practice of nursing.

During the intervention or treatment stage of the nursing process, the nurse may personally give direct care to the client, may assist the client in performing self-care, may provide health teaching and counseling, or may direct and supervise others in their provision of direct care. During this stage, the nurse will continue making nursing assessments to determine the status of already identified problems as well as to identify new problems. The nurse will also provide health teaching to assist clients in the management of their illness or to improve health. This stage of the nursing process involves applying nursing technical skills, as well as additional problem solving activities.

There are two levels of licenses for nurses, the vocational nurse and the registered nurse. Their level of functioning in the practice of nursing is based on their education and the scope of practice associated with each type of license.

Vocational Nursing, LVN, is defined as the practice of practical or vocational nursing. This is the application of knowledge drawn from basic education in the social and physical sciences in planning and giving nursing care and in assisting persons towards achieving health and well-being.

Registered Nursing, RN, is defined as the practice of registered nursing. This is the application of knowledge drawn from broad in-depth education in the social and physical sciences in assessing, planning, ordering, giving, delegating, teaching, and supervising care which promotes the person's optimum health and independence.

Based on these definitions, the major differences between LVN's and RN's are in the areas of teaching, delegation, supervision, independent function, and the authority to assess and plan a course of action. RN's are authorized to teach clients and family members and also to teach health care practices to other health care providers. LVN's are authorized to provide health care teaching only under the direction of an RN, using the established protocols. When using the nursing process, the LVN contributes, participates in, and assists with each step of the process; whereas, the RN uses each step of the process fully and independently. The RN performs and is to be accountable for the entire nursing process.

**This interaction between the RN and the LVN can be compared to the association between the teacher and the teaching assistant. The school district does not entrust the education of a child to a teaching assistant. Similarly, the LVN is not placed as the sole health care provider in a school. The RN has the credentials and expertise to implement safe, effective health care practices in the school setting.**

The purpose of hiring individuals with various areas of expertise and credentials in the school setting is to utilize their knowledge and skills to provide students with an environment of learning and to provide related health services. The school nurse's (RN's) responsibility is to use her skills and expertise in the nursing process to see that students receive safe competent nursing care in the school setting.