



Job title	<i>Staff Registered Nurse</i>
Reports to	<i>Director of Health Services</i>
Fair Labor Standards Status	<i>Exempt</i>

Job purpose

The Staff Registered Nurse is responsible for providing health and medical care for all children attending Penfield Children’s Center. This includes children enrolled in the Special Care Nursery, Childcare program and Birth to Three center based classrooms. The Staff Registered Nurse is also responsible for coordinating and providing school nursing services for children enrolled at Penfield Montessori Academy. Primary emphasis of the position is to ensure each child’s medical, nutritional, developmental, and health needs are met. All services should be provided with a holistic approach, and in a manner which is sensitive to the cultural, physical, psychological and social developmental needs of the children and their families. All services must be in compliance with Birth to Three, Medicaid and nursing guidelines. The Registered Nurse maintains adherence to all policies and procedures, and strives to incorporate the goals and mission of Penfield Children Center. The Registered Nurse assists the Director of Health Services in providing occupational health services, covers necessary agency nursing services in the absence of the Director of Health Services, and reports directly to the Director of Health Services.

Working relationships

- Agency Staff at Penfield Children’s Center and Penfield Montessori Academy
- Volunteers
- Families
- Community Professionals
- General public
- Healthcare Providers
- Students
- Universities and Colleges
- BMCW

Primary functions

Provide coordination of the daily functions necessary for children enrolled in Penfield Children’s Center programs:

- Communicate with Director of Health Services regarding, but not limited to, health / changing conditions, appointments, concerns, treatments, medications of children in SCN and throughout agency
- Provide nursing assessment, planning, intervention, and evaluation for Penfield children, as is consistent with the nursing process
- Provide nursing care coordination services for children enrolled in Penfield, including, but not limited to, patient appointments, feedings & medications, concerns, treatments, referral to specialty clinics
- Collaborate with primary care providers and specialists regarding concerns, assessment findings, and interventions for SCN medically fragile children
- Utilize Children's Hospital of Wisconsin's Epic Care Link for care coordination and collaboration purposes; adhering to CHW's access and usage policies
- Communicate with SCN staff regarding, but not limited to, health / changing conditions, appointments, medications, treatments for the children
- Supervise Certified Nursing Assistants (CNA's) in the daily cares & treatments of SCN children, including delegation of tasks & creating daily patient assignments; provide teaching and training to CNAs on an as-needed basis
- Set up medications & treatments; ensure administered appropriately within the proper time frame
- Maintain and monitor use of universal precautions and appropriate cleaning procedures at all times
- Collaborate with Penfield therapists to maintain and monitor adherence to therapy orders & recommendations for SCN children participating in Birth to Three therapy services
- Monitor health status of Penfield children and report significant changes to Director of Health Services and children's physicians as needed
- Manage injury & illness of center-based children
- Provide delegation, teaching, training, and supervision to agency staff regarding medical information, medical cares, treatments, and procedures for center-based children with medical needs
- Monitor / coordinate / engage in such essential cares as, but not limited to, appropriate diapering, hand washing; setting scales and weighing children; appropriate g-tube cares, g-tube feeding; oral feeding
- Assist with daily classroom activities (completed by C.N.A.'s), as needed, including, but not limited to, music and art activities; relieving staff for lunches and breaks, accepting children in the morning, and readying children to go home in afternoon
- Maintain daily medication log book & medication charting sheets of all center medications
- Maintain daily documentation utilizing Penfield Children's Center's electronic charting system
- Be familiar with use of medical equipment including, but not limited to, suction machine, pulse oximetry monitor, VS machine, oxygen therapy, glucometer, AED and other CPR equipment

- Perform invasive procedures & skilled nursing tasks for children in SCN as pertains to each child's individual needs and that fall within Wisconsin's Scope of Practice for Registered Nurses
- Initiate and / or assist in emergency procedures, including the coordination of a STAT team response in the event of a medical emergency
- Maintain current CPR certification, as well as certification in Pediatric Advanced Life Support (PALS) & CPR Instructor Certification
- Act as preceptor to short-term nursing students or interns; provide supervision, teaching, and feedback to student as well as provide written feedback to student's nursing instructor via a student evaluation form
- Manage storage of medical supplies and report to Director of Health Services when supplies are running low; maintain medical equipment

Provide School Nursing services for children enrolled at Penfield Montessori Academy:

- Provide nursing assessment, planning, intervention, and evaluation for children at PMA, as is consistent with the nursing process
- Provide nursing care coordination services for children with medical needs enrolled at PMA, including, but not limited to, patient appointments, feedings & medications, concerns, treatments, referral to specialty clinics
- Provide advocacy and patient teaching for families of children at PMA as pertains to each individual families' needs
- Accept health related phone calls and engage in parent encounters regarding children's health / changing conditions, appointments, treatments, medications, concerns, etc.
- Manage injury/illness of PMA students and/or monitor minor injury/illness through documentation reports completed by other staff members
- Delegate & coordinate medical skills/tasks including, but not limited to, daily medication administration, GT/JT feedings, administration of prn medications following RN assessment, blood sugar management, catheterization, suctioning
- Set up medications & treatments; ensure administered appropriately and within proper time frame
- Monitor and maintain documentation records of medical skills and tasks, including delegated tasks
- Maintain and monitor use of universal precautions and appropriate cleaning procedures at all times
- Provide medical training to PMA staff members regarding, but not limited to, patient cares and medical procedures, emergency management (including CPR certification classes), universal precautions and cleaning procedures
- Provide skilled nursing procedures on an as-needed basis for children with medical needs.
- Monitor student compliance regarding well child checks & vaccinations in accordance with Wisconsin Immunization Standards
- Perform occupational health services for staff members at PMA
- Manage and monitor storage and use of medical supplies; maintain medical equipment

- Input nursing billing units via Kompas Care online system

Assist Director of Health Services in providing occupational health services for staff members at both Penfield Children's Center & Penfield Montessori Academy:

- Perform TB tests & complete Staff Health Reports/health assessment for new employees
- Teach CPR/First Aid classes for program staff members; keep track of staff CPR expiration dates
- Assist Director of Health Services as-needed in teaching Bloodborne Pathogens class for new employees
- Provide mandated school health trainings for PMA staff members in compliance with school health guidelines

Maintain positive interactions among staff and children:

- Work as a team member with CNA's, special education teacher, child care teacher, therapists, service coordinators and parents in developing and following an Individualized Family Program for SCN child by working on child's classroom goals. Function as a member of the B-3 PCATT team if necessary.
- Interact with CNA's, special education teacher, child care teachers, service coordinators and therapists in a positive, supportive manner
- Interact and collaborate with Montessori teachers, teacher's assistants, classroom aides, special education teachers, therapists, and other personnel within the school setting at PMA in a positive, supportive manner
- Provide support & alert proper staff members regarding parent / family frustrations, problems, individual child needs
- Attend weekly staff meetings within the SCN and scheduled staff meetings at Penfield Montessori Academy; attend Individual Family Service Plans (IFSPs) and IEP meetings when appropriate.
- Interact frequently with children showing affection, interest, and respect
- Encourage children to use language, actively participate in activities and actively engage children by providing stimulation as tolerated
- Treat children of all races, religions, family backgrounds, and cultures with respect and consideration; maintain cultural competence
- Comply with HIPAA Privacy and Security standards
- Provide direction and guidance to volunteers and students assigned to the SCN

Assist in maintaining ongoing communication with parents through phone, in person, and / or written contacts while reporting all pertinent information to the Director of Health Services:

- Provide advocacy and patient teaching for families of children in Penfield as pertains to each individual families' needs
- Communicate with parents on the phone, in written form, or in person regarding, but not limited to, children's health / changing conditions, appointments, treatments, medications, concerns

- Communicate child's activities, medications, condition changes, etc. with parents through daily information sheets, parent notification forms, phone calls, or in person
- Document contacts with parents through use of Cx360 notes
- Provide patient teaching regarding medical information, skills, procedures, etc. to parents on an as-needed basis
- Provide support in parental decisions regarding their child's health concerns, prognosis and plan of care, regardless of personal convictions

Follow agency policies and requirements for Medicare, childcare, accreditation, and Birth to Three standards:

- Follow personnel policies; Maintain prompt hours / notify Director of Health Services of illness / absence
- Meet state requirements for in-service training and continuing education
- Maintain prompt hours/notify supervisor of illness/absence
- Become familiar with licensing rules
- Identify and participate in continuing education for ongoing learning
- Understand and perform duties as a mandated reporter, as necessary

Assist the agency as needed:

- Be familiar with State of Wisconsin Nurse Practice Act
- Be familiar with Wisconsin Administrative Code / Scope of Practice for Registered Nurses
- Perform all other duties as assigned
- Encouraged to volunteer 4 hours of time per year to a Penfield activity
- Encouraged to participate in Penfield committees pertaining to health & wellness, or other areas of interest

Qualifications

- Proof of current License in Registered Nursing (limited licenses not accepted)
- Three years current experience as RN, preferred
- Current certification in CPR and First Aid; PALS & CPR Instructor certification a plus
- Experience working with special needs, un-healthy, non-typically developing children
- Experience with Respite Care (e.g. Easter Seal camp, UCP) a plus
- Experience with supervision a plus
- Experience with tasks such as, but not limited to, suctioning (oral, nasopharyngeal, and trach), weighing, oxygen management, enteral feedings, nursing assessments, medications, invasive procedures, etc.
- Experience working with children & knowledge regarding child development
- Excellent organizational skills and attention to detail
- Excellent communication skills – written and oral
- Computer literacy required: efficiency in Microsoft office and excel. Ability to learn new programs. Proficient use in EHR system

- High level of confidentiality and ethics
- Ability to work well independently or as a member of a team
- Ability to take direction
- Ability to lift or move objects of 50 lbs. or less on a daily basis
- Must have sufficient mobility to move- including bend, stoop, reach, lift and grasp
- Meeting vaccine standards as outlined in Bloodborne Pathogens Exposure control plan

Performance criteria

- Deepen our impact, development of partnerships to strengthen children's health
- Organizational development , foster a culture of high performance, accountability and teamwork
- Financial Stability, maximizing organizational efficiencies through productivity and program improvements
- Quality Improvements through Data Analytics, Implement electronic client records system

Penfield Children's Center is an Equal Opportunity Employer.