

North Carolina Department of Health and Human Services
Division of Child and Family Well-Being

School Nurse Funding Initiative: Scope of Work

I. Introduction

In 2004, the legislature appropriated funds for a School Nurse Funding Initiative (SNFI) to increase student access to school nursing services by reducing the school nurse to student ratio. Included in the requirements is the need to submit a work plan that addresses the delivery of basic health services, school nurse qualifications and role assurances. This Scope of Work provides an overview of the SNFI deliverables that are listed on the SNFI work plan. Upon hire and annually thereafter, each SNFI nurse is expected to review the Scope of Work. Reviewing the Scope of Work will help the nurse understand their role and expected outcomes for the SNFI funded position.

II. Scope of Work and SNFI Deliverables

- A. The local health department and employing agency (Public School Unit, hospital, health alliance) will:
- assure the employment of registered nurses to work full time as school nurses consistent with the requirements of the School Nurse Funding Initiative (SNFI),
 - assure that those nurses hired into SNFI school nurse positions are duly registered by the North Carolina Board of Nursing and fully permitted to practice in the State of North Carolina,
 - assure that SNFI nurses employed will be supported at the same level as other school nurses in the agency, including such things as providing adequate space, computer equipment, supplies, and in-district travel expenses.
- B. The local health department and employing agency assure implementation of an annual work plan for each SNFI nurse, consistent with the Scope of Work requirements.
- The work plan shall address the delivery of basic health services, including activities, strategies, and goals within, but not limited to, the following areas:
 - a. Preventing and responding to communicable disease outbreaks;
 - b. Developing and implementing plans for emergency medical assistance for students and staff;
 - c. Supervising specialized clinical services and associated health teaching for students with chronic conditions and other special health needs;
 - d. Administering, delegating where appropriate, and providing oversight and evaluation of medication administration and associated health teaching for other school staff who provide this service; And, as required by HB 200 SL 2011-145 Section 10.22 (b), school nurses funded by School Nurse Funding Initiative (SNFI) do not assist in any instructional or administrative duties associated with a school's curriculum and do perform all the following with respect to school health programs:

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- Serve as coordinator of the health services program in their assigned schools and provide nursing care;
 - Provide health education to students, staff, and parents;
 - Identify health and safety concerns in the school environment and promote a nurturing school environment;
 - Support healthy food services programs;
 - Promote healthy physical education, sports policies, and practices;
 - Provide health counseling, assess mental health needs, provide interventions, and refer students to appropriate school staff or community agencies;
 - Promote community involvement in assuring a healthy school and serve as school liaison to a School Health Advisory Committee;
 - Provide health education and counseling and promote healthy activities and a healthy environment for school staff;
 - Be available to assist the county health department during a public health emergency.
- C. The local health department and employing agency assure that every newly hired SNFI nurse will be provided with paid time and reimbursement of costs associated with attendance or participation in continuing education, at the same level of cost reimbursement provided to other professional school employees. Up to \$750 of SNFI funding may be budgeted for participation in professional development workshops or conferences. The SNFI nurses must participate in the School Nursing: Roles and Responsibilities Workshop series. This includes both the on-line orientation course at the start of employment and the didactic completion course at the subsequent next available offering, unless previously attended within five years. If any SNFI nurse has previously attended that workshop, assure that the SNFI nurse will be allowed to participate in other related training such as a school nurse certification review course, a Pediatric Physical Assessment for School Nurses Workshop, or the Annual School Nurse Conference.
- D. The local health department and employing agency assure that the Memorandum of Agreement that exists between all health departments and PSUs clearly addresses emergency and disaster preparedness and response, states that emergency and disaster service by SNFI nurses is an allowable use of their time and states the manner in which the SNFI nurses are to be made available to assist the local health department during a public health emergency. The following should be addressed for emergency and disaster preparedness and response:
- Areas of responsibility and oversight
 - Liability issues
 - Training for specific roles in emergencies

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- Periodic assessment and evaluation of emergency plans
- School nurses' roles and responsibilities during emergency and disaster response
- Responsible party for cost of non-health department staff providing emergency/disaster response (If providing these services local school nurses should be listed as personnel in the county All-Hazard Plan)

III. Performance Measures/Reporting Requirements

Provide data to the Public School Unit (PSU) for inclusion in the North Carolina Annual Survey of Public-School Health Services. The data must be provided to the PSU in time for the PSU to include the data in its End of Year (EOY) report submitted to the SHNC prior to the end of the academic year.

IV. Performance Monitoring and Quality Assurance

- A. Deliverables will be monitored via reported workplan progress and during annual site visits by the RSHNC.
- B. Services are provided in accordance with standards established by the North Carolina Nurse Practice Act and the North Carolina Board of Nursing. The North Carolina School Health Program Manual, latest edition, shall be consulted as a resource, as well as the Scope and Standards of School Nursing developed by American Nurses Association and National Association of School Nurses.
- C. Services are provided in a culturally sensitive manner.
- D. Services are provided with adherence to federal law in relation to privacy of student records, following both HIPAA (Health Insurance Portability and Accountability Act) and FERPA (Family Educational Rights and Privacy Act), as applicable. Where HIPAA and FERPA may appear to be in conflict, FERPA shall be followed regarding records that become part of the student's educational record; US Department of Education and North Carolina Department of Public Instruction guidelines are resources.