Good morning/afternoon:

Congratulations on your employment as a school nurse.  This handout provides an overview of important items for nurses funded through the School Nurse Funding Initiative (SNFI). The individual nurse work plan must indicate dates by which the requirements below must have been completed.

**Required School Nurse Assurances:**

* **Unencumbered License -** Nurses who are funded by the School Nurse Funding Initiative (SNFI) must have an unencumbered license as a registered nurse (RN) fully permitted to practice in the state of North Carolina, and meeting the rules, qualifications and training set by the State Board of Education to work full-time as a school nurse.
* **Work Plan -** SNFI nurses must follow a work plan that includes basic school health service areas as included in the Scope of Work document.  This work plan may be the district/school standard work plan, or the template available on the School Nurse Resource Page. If a local work plan is used it must describe the expected school nurse outcomes and typical activities to be completed to meet those outcomes, according to the same health service areas. The plan should be used to help structure work over the course of the school year. The template and/or local work plan should be reviewed together with the nurse supervisor and progress toward meeting planned outcomes during the school year noted. The work plan should be available upon request to the Regional School Health Nurse Consultant (RSHNC).
* **The Scope of Work (SOW)** document on the Resource Page must be reviewed on employment by all new SNFI nurses and should be reviewed annually by all others. In addition to the program background, it includes an overview of requirements for those filling the positions.
* **Role Specific Training** – Two role specific courses are to be completed by nurses who have not attended them previously. The School Nurse Orientation Modules should be scheduled during the first year of employment. To register please email the RSHNC. This course is to be followed by School Nurse Roles and Responsibilities during the second year of employment. Course dates are shared when scheduled.
* **Introductory Meeting with the RSHNC –** Often these items bring many questions when reviewed. Please schedule an appointment to meet with the RSHNC for review of those questions and other points.

Thank you,