

**SECTION I - INDEX - JOB DESCRIPTIONS**

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Title: Health Services Supervisor

Reports to: Director of Student Services

Function: Under the direction of the Director of Student Services, and in accordance with the Board of Education and state policies, the Health Services Supervisor is responsible to develop, coordinate and administer the Health Services Program.

Qualifications:

1. Current RN license (State of Maryland)
2. Bachelors degree and three years experience as a school nurse, or
3. Masters degree and two years experience as a school nurse.

Duties and Responsibilities:

1. To develop the Health Services Program by:
  - a. Providing leadership in the planning and organizing of in-service training activities for the health services personnel
  - b. Keeping current on medical information as it pertains to school health
2. To coordinate the Health Services Program by:
  - a. Assisting principals in observing, assessing and evaluating performance of health services personnel
  - b. Advising administration and staff on the need of equipment and supplies for the health room
  - c. Maintaining a cooperative relationship with principals, school staff and community health nurses
  - d. Advising the Director of Student Services of program needs
3. To administer the Health Services Program by:
  - a. Providing consultation to administrators and health services personnel regarding specific health problems of students and general health information
  - b. Serving as liaison between school system and county health department
  - c. Attending professional meetings on health and related disciplines
  - d. Providing leadership to the Health Advisory Committee
  - e. Providing technical assistance, as needed, regarding the Health Education Program
4. To perform other duties related to health services as assigned by the Director of Student Services.

Carroll County Public Schools  
125 North Court Street  
Westminster, Maryland 21157

**TITLE:** Licensed Practical Nurse (LPN)

**REPORTS TO:** School Administrator, Health Services Supervisor

**FUNCTION:** In accordance with the policies of the Board of Education and the scope of practice of the licensed practical nurse as defined by the Nurse Practice Act (COMAR Title 10, Subtitle 27), the licensed practical nurse is responsible to implement plans for the health and safety of students, to provide appropriate first aid services, to provide health maintenance services, and to refer students and families to appropriate resources.

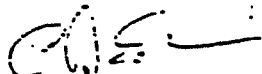
**ESSENTIAL JOB FUNCTIONS:** An individual must possess the ability to perform these essential job functions with or without reasonable accommodation. The following are typical of the types of duties performed:

1. Reviews health records and maintains accurate and up-to-date records.
2. Contributes to nursing care plans for students with identified health needs.
3. Provides appropriate first aid services and notifies appropriate personnel of student health needs.
4. Provides health maintenance services for students.
5. Maintains confidentiality in all matters related to students and staff.
6. Refers students and families to appropriate resources.
7. Maintains up-to-date skills by attending appropriate training programs and in-services.

**QUALIFICATIONS:** At the time of application each candidate must possess the following:

1. Current Maryland License (LPN).
2. First Responder Certificate.
3. CPR Certification.

This job description is not exhaustive and may be changed or supplemented without notice.

  
\_\_\_\_\_  
Superintendent of Schools

6/27/02  
\_\_\_\_\_  
Date

(SHG )

Carroll County Public Schools  
55 North Court Street  
Westminster, Maryland 21157

**TITLE:** Registered Nurse

**REPORTS TO:** School Administrator, Health Services Supervisor

**FUNCTION:** In accordance with the policies of the Board of Education and the scope of practice of the registered nurse as defined by the Nurse Practice Act (COMAR Title 10, Subtitle 27), the registered nurse is responsible to assess the health needs of students, to implement plans for their health and safety, to provide appropriate first aid services, to provide health maintenance services, to refer students and families to appropriate resources and to evaluate the effectiveness of the services provided.

**ESSENTIAL JOB FUNCTIONS:** An individual must possess the ability to perform these essential job functions with or without reasonable accommodation. The following are typical of the types of duties performed:

1. Assesses the health needs of students by reviewing health records, providing screening and consulting with parents and physicians.
2. Develops appropriate health care plans for students with identified health needs.
3. Provides health maintenance services for students.
4. Maintains accurate and up-to-date student health records.
5. Provides necessary instruction/training and support to staff and students.
6. Serves on school or county ARD as needed.
7. Maintains confidentiality in all matter related to students and staff.
8. Provides appropriate first aid services and notifies appropriate personnel of student health needs.
9. Refers students and families to appropriate resources.
10. Maintains up-to-date skills by attending appropriate training programs and in services.

**QUALIFICATIONS:** At the time of application, each candidate must possess the following:

1. Graduation from an accredited nursing program.
2. Current Maryland license (R.N.)
3. Current CPR and First Responder certification.

This job description is not exhaustive and may be changed or supplemented without notice.



Superintendent of Schools

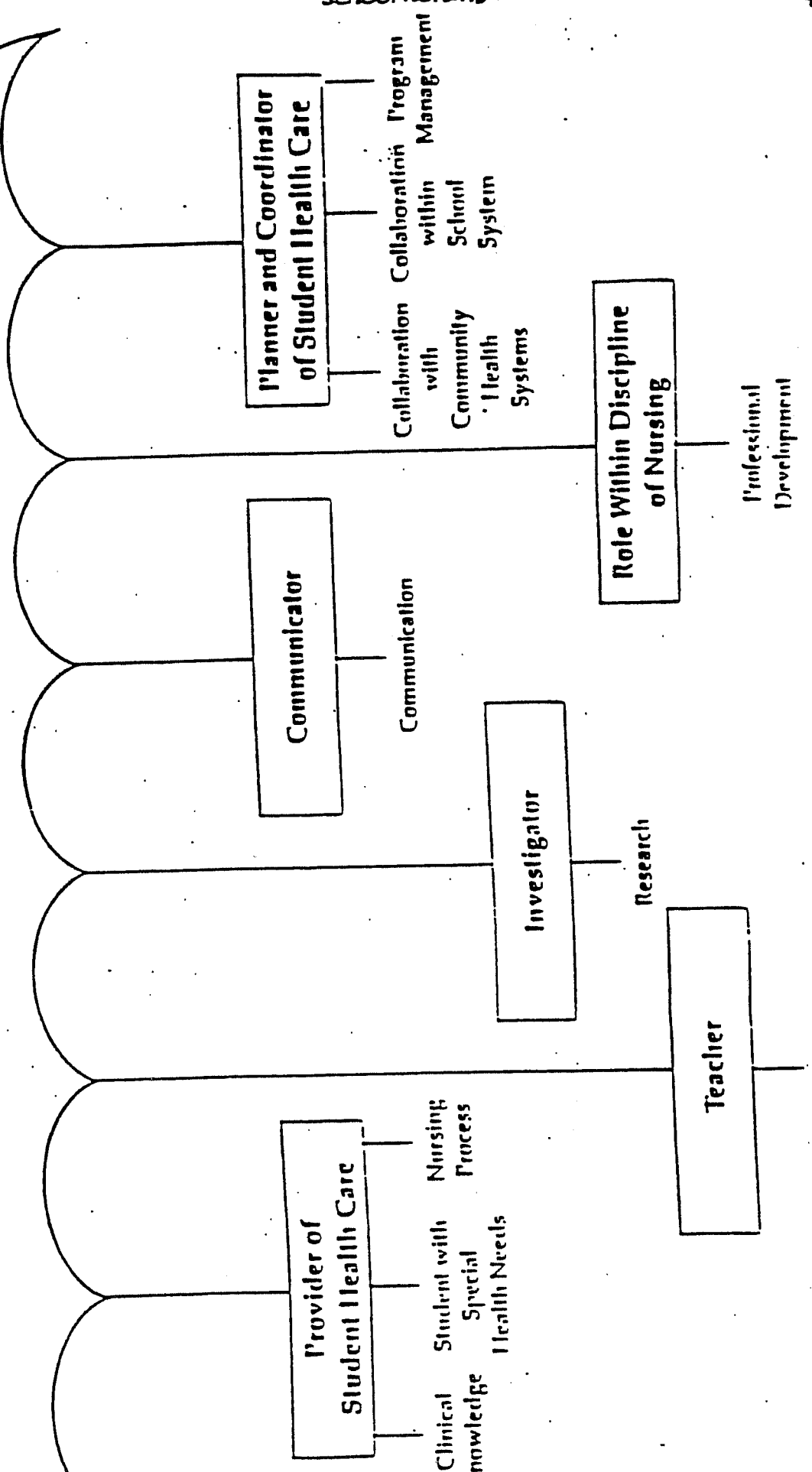
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Date

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# SCHOOL NURSING ROLES

1-4



## Delegation of Nursing Functions

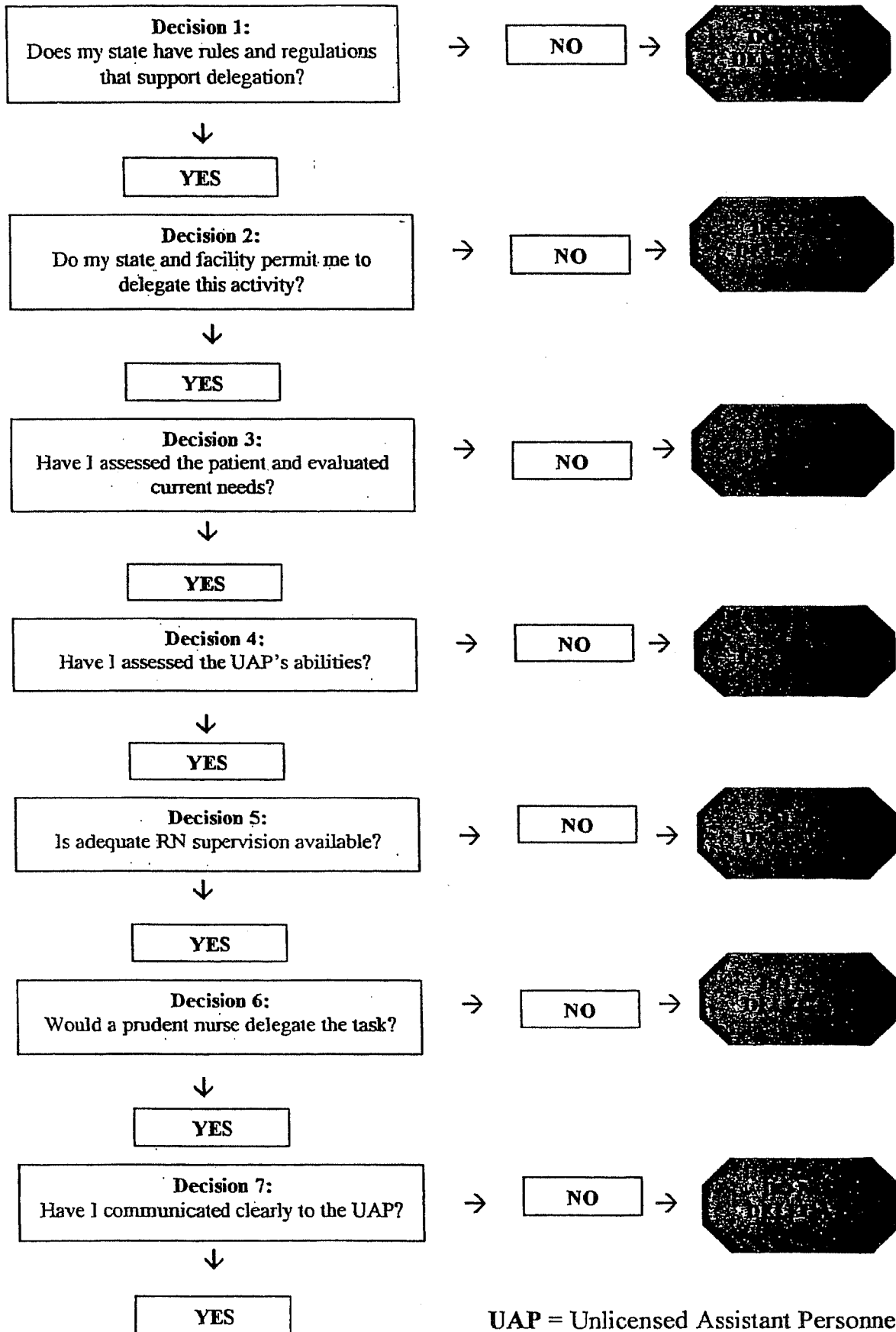
- A. The Nurse Practice Act, COMAR 10.27.11.03, delineates the process for delegating nursing functions.

“The nurse shall be the primary decision maker when delegating a nursing task to an unlicensed individual or certified nursing assistant. Nursing judgment shall be exercised within the context of the employing facility’s model of nursing practice...”

- B. The nurse must consider the “five rights of delegation” when assigning a task to an unlicensed person. The five rights are:

- Right task to be delegated
- Under the right circumstances
- The right person to do the task
- The right directions and communication
- The right supervision to ensure the task is carried out safely

- C. Any nursing task that is delegated, the delegating nurse retains the accountability for the nursing task.



**UAP = Unlicensed Assistant Personnel**

Graphic Courtesy of the American Nurses Association 6/07

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## Social cont'd

Bureau of Child Support-----410-386-3333  
Carroll Transit-----410-857-0886  
410-857-0885  
410-857-0884  
410-857-0629  
CC Family Support Ctr.-----Yellow Pages  
Churches-----410-857-0629  
Dads Works-----410-857-0077  
Domestic Violence Hotline-----410-549-7230  
ESCAPE-----410-857-1596  
FOCUS (Autism Support Group)-----410-857-9993  
Goodwill Industries-----410-857-2999  
Human Services Programs of CC-----410-876-4448  
KISS-----410-876-4966  
410-876-4966  
410-374-9099  
NESAP (store)-----301-829-0472  
Mt. Airy NET-----800-243-7337  
Parents Anonymous-----800-492-5530  
Pregnancy Care Center-----410-386-3358  
Purchase of Day Care-----410-857-7322  
Rape Crisis (24hr. hotline)-----410-857-0900  
Rape Crisis (office)-----410-848-2222  
Rescue Mission-----410-386-8420  
RENEW (Displaced Homemakers)-----410-876-9358  
Salvation Army-----410-848-5599  
Second Chances-----410-857-5944  
Shepherd Staff-----410-876-4898  
WIC (CCHD)-----800-422-0009  
Youth Crisis Hotline-----

## Special Needs Resources

**ADHD:**  
Mt. Washington Pediatric Hosp-----410-578-8600  
**Camp/Recreation:**  
CC Bureau of Recreation-----410-386-2604  
Dept. of Enterprise & Recreation-----410-358-9711  
Girl Scouts of Central MD-----410-751-3622  
Special Olympics, Inc.-----410-848-7969  
4-H Therapeutic Riding Ctr.-----  
**Insurance Issues:**  
Bright Futures-----410-549-2256  
Family Voices-----410-859-5304

## Special Needs cont'd

MD. Coalition for Children's Mental Health  
([www.md.coalition.org](http://www.md.coalition.org))-----410-730-8267  
888-607-3637  
410-876-4941  
Ombudsman (MA)-----  
**Learning Disabilities:**  
Jemicy Outreach-----410-356-7656  
Kennedy Krieger Institute-----410-923-9250  
Learning Disability Assoc.-----410-374-2427  
**Legal:**  
MD Disabilities Law Ctr.-----800-233-7201  
([www.mdlegalto.org](http://www.mdlegalto.org))  
**Respite Care:**  
ARC-----410-848-4124  
Caring Community-----410-549-5707  
Change, Inc.-----410-876-2179  
Developmental Disabilities Assoc.-----410-902-4500  
Kennedy Krieger Institute-----410-923-5917  
**Screenings:**  
Child Find-----410-751-3033  
Infant and Toddlers Program-----410-876-4437  
Just for Kids-----410-462-5756  
Parents & Children Together-----410-298-7000  
**Special Education:**  
Child Find-----410-751-3033  
Infants and Toddlers-----410-876-4437  
Office of Special Education-----410-751-3033  
Parents and Children Together-----410-298-7000  
Partners for Success-----410-751-3955

## Web Sites

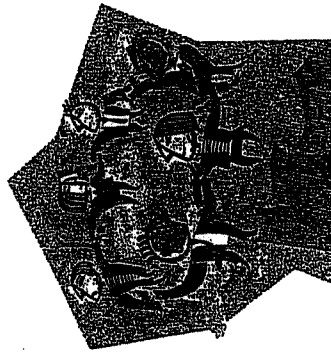
[www.idresources.com](http://www.idresources.com)  
[www.idonline.org](http://www.idonline.org)  
[www.nidontheweb.org](http://www.nidontheweb.org)  
[www.aspergersyndrome.org](http://www.aspergersyndrome.org)

*This Resource List is for informational purposes.  
Please consult your telephone directory or call  
directory assistance if you experience difficulty in  
getting through to these numbers listed.*

## Carroll County

## Health Department

## Resource List



## Community

and

## Special Needs

## Education and Training

Carroll Adult Learning.....410-751-3680  
Board of Education.....410-751-3000  
Business Emp. (BERC).....410-386-2820  
Carroll Comm. College.....410-386-8000  
C. C. Family Support Ctr.....410-857-0629  
C. C. Family Daycare.....410-857-0629  
Community Learning Ctr.....410-751-3086  
Daycare Licensing.....410-751-5438  
ESL (Adult).....410-386-8021  
Families Learning Together(TT).....410-751-3261  
Families Lrng. Together (ALL).....410-751-3931  
Head Start.....410-871-2450  
Judy Center @ Robt. Moton.....410-751-3613  
C.C. Public Library.....410-386-4490  
Stork Stories(Sherry O.).....410-876-4825

## Financial

CC Bureau of Housing.....410-386-3600  
Consumer Credit Counseling.....800-388-2227  
Consumer Credit Counseling.....800-642-2227  
800-571-2227  
DSS.....410-386-3300  
DSS-Assistance/Food Stamps.....410-386-3360  
DSS-Protective Svcs.....410-386-3434  
Escape Ministries.....410-549-7230  
CC Food Sunday (sites)  
Sykesville.....410-795-7838  
Taneytown.....410-756-2500  
Westminster.....410-857-7926  
Human Svcs. Programs of CC.....410-857-2999  
MD Cooperative Extension.....410-386-2760  
NESAP.....410-857-7153  
NESAP Store.....410-374-9099  
Renew.....410-386-8420  
Salvation Army.....410-876-9358  
St. Vincent de Paul.....410-848-4744

## Housing

Bishop Garth Apartments.....410-876-8212  
Energy Assistance.....410-876-5407  
HUD (Westminster).....410-848-2261  
HUD (County).....410-386-3600

## Housing cont'd

Interfaith Housing.....410-775-7114  
Livability Code of C. C.....410-386-2111  
RAP.....410-857-2999  
Shelters (HSP).....410-857-2999  
Taneytown Village Apts.....410-751-1188  
Tel-Life.....800-525-0145

## Legal

Adoption:  
DSS.....410-386-3300  
Bethany Christian Svcs.....410-793-0352  
Pregnancy Care Ctr.....410-848-3488  
Birth Records Info.....410-876-4992  
Child Protective Svcs.....410-386-3434  
Child Support Bureau.....410-386-3333  
Lawyer Referral of C. C.....800-649-1090  
Legal Aid.....800-679-8813  
Md. Disability Law.....410-727-6352  
Md. Volunteer Lawyer Svc.....410-547-6537  
States Atty.....410-386-2671

## Medical

Access Carroll.....410-871-1478  
AIDS Counseling & Testing.....410-876-4771  
410-876-4752  
Alpha Pregnancy Ctr.(Hotline).....410-833-7793  
Carroll Pregnancy Ctr.....410-756-4322  
CCHD.....410-876-4900  
DNA Testing(Carroll Hospital Ctr.).....410-848-3000  
Family Planning.....410-876-4930  
MD Health Choice  
Terrie Coglianese, R.N.....410-876-4940  
Delaine Dearthoff-Beck, R.N.....410-876-4941  
Addl. Numbers-410-857-5000, 410-875-3390  
Healthy Moms & Babies.....410-871-7104  
Healthy Start (CCHD).....410-876-4942  
Infant & Toddler Program.....410-876-4437  
MD Poison Control Ctr.....800-222-1222  
MedBank.....410-848-4049  
Mission of Mercy.....410-857-2999  
Pharmacy Assistance.....800-492-1974

## Medical cont'd

Physician Referral of CHC.....410-848-2244  
Planned Parenthood of MD.....410-576-1400  
Poison Control.....800-222-1222  
Rexall Pharmacy.....410-848-5980  
SIDS.....800-221-7437  
Washington Heights Pharmacy.....410-848-8900

## Mental Health

Adult Bereavement-CHC.....410-848-3000  
Al-Anon.....410-876-1859  
Alcoholics Anonymous.....410-663-1922  
Bereavement CHC (child).....410-871-7231  
CCHD-Addictions Bureau.....410-876-4800  
Carroll Hospital Center.....410-871-7061  
Family & Children's Services.....410-876-1233  
Granite House.....410-751-5970  
Junction, Inc.....410-848-6100  
Keystone Services of MD.....410-875-4634  
Liberty Christian Counseling.....410-549-1700  
Md. Health Partners.....800-888-1965  
Shoemaker Center.....410-876-1990  
Springfield Hospital Ctr.(X3552).....410-795-2100  
Suicide Crisis Hotline for youth.....800-422-0009  
Pro Bono Counseling Project.....877-323-5800  
Villa Maria (Westminster office).....410-848-2037  
Youth Service Bureau.....410-848-2500

## Recovery

Heroin Help Line.....410-386-2424  
Heroin Action Coalition of CC.....410-386-2671  
MetWorks.....410-781-4158  
Mountain Manor Outpatient Tx.....410-876-2425  
New Life for Girls.....410-848-1360

## Social

Battered Spouse Program (F&CS).....410-876-1233  
Brethren Center.....410-635-8700  
Bright Futures.....410-549-2256