# Minnesota Department of Health

# New Health Staff Orientation Checklist

The purpose of this document to help facilitate the orientation of new employees to school health services.

The items provided may not represent the complete needs for orientation in your school and it will need to be tailored for different positions within health services (i.e., nurse, health para, health assistant).

This document represents some of the more common elements within school health services. We have prioritized orientation needs, however, there may be needs in your district or situations that occur in which orientation priorities may need to be adjusted.

Priority Guidelines:

1: Before or on the first day of school

2: Within first two weeks of school

3: First month or after

Please refer to the [MN Department of Health - School Health Services (https://www.health.state.mn.us/people/childrenyouth/schoolhealth/index.html)](https://www.health.state.mn.us/people/childrenyouth/schoolhealth/index.html) webpage for more valuable information.

## Health Services / Health Office Orientation

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| **ONBOARDING** | | |
| **Dress Code** | Priority | Completed |
| Name tag  *Nursing credentials on name tag required by law*  *e.g. Jon Doe, RN, PHN, Licensed School Nurse* | 1 |  |
| Attire  *Professional, business casual, scrubs* | 1 |  |
| **Employee Absences – Sick or Personal Time Off** | Priority | Completed |
| How to create or report your absence | 1 |  |
| Sub Procedure, if appropriate or available  *Is there a substitute folder/communication/plan?* | 2 |  |
| If there is no substitute, what is the Health Office back-up plan | 2 |  |

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| **On-line/Electronic Systems Access** | Priority | Completed |
| Phone system / set up voicemail /email | 1 |  |
| Student health information system/s and documentation  *Electronic health record, Paper, Combination* | 1 |  |
| Minnesota Immunization Information Connection (MIIC) | 1 |  |
| Student special education records and billing processes  *Electronic Special Education documentation system* | 2 |  |
| **Access to Building(s)/Office** | Priority | Completed |
| Building / location address | 1 |  |
| Health office location & obtain keys | 1 |  |
| Entrance/Exit & Door Numbers  *Find site map with this information* | 2 |  |
| **Schedule** | Priority | Completed |
| District and School master calendar access | 1 |  |
| Employee hours  *Determine working hours (hourly or contract)* | 1 |  |
| School day hours *including before and after school hours* | 1 |  |
| Determine best times for employee lunch | 3 |  |
| Expectation for nonstudent days  *e.g. professional development days, conferences, PLC time* | 3 |  |
| **Meet Important School & District Personnel** | Priority | Completed |
| Supervisor(s)  *Department supervisor and/or nurse supervisor* | 1 |  |
| School Administrators/Building Principal | 1 |  |
| Secretarial Staff | 1 |  |
| Custodial Staff | 1 |  |
| Health Office Staff | 1 |  |
| Special Education Director | 2 |  |
| Information Technology (IT) specialists  *How to request IT assistance/help* | 2 |  |
| Food Service | 2 |  |
| Transportation | 2 |  |
| Health and Safety | 3 |  |
| School Counselor/Social Worker/Psychologist | 3 |  |
| Human Resources (HR) | 3 |  |
| **Communication** | Priority | Completed |
| Building contact list/Classroom phone numbers | 1 |  |
| Health staff roster/phone numbers | 1 |  |
| Building communication types and purpose  *e.g. walkie talkies, cell phone, intercom* | 1 |  |

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| **Local Community Contacts** | Priority | Completed |
| Local Public Health (LPH) | 3 |  |
| Emergency Medical Services (EMS) | 3 |  |
| Health care providers  *Medical, mental health, dental, vision*  *Identify low-cost medical providers* | 3 |  |
| Other resources  *e.g. food, clothing, transportation, housing* | 3 |  |
| **SAFETY** | | |
| **Emergency Procedures and Equipment** | Priority | Completed |
| District required training  *e.g. BBP, First Aid, CPR/AED, Seizure, Bullying/Harassment* | 1 |  |
| Learn about school building and district emergency procedures  *How to activate school’s emergency response team*  *Procedure for contacting EMS/911* | 1 |  |
| Locate AED and CPR equipment  *District CPR and First Aid training requirements* | 1 |  |
| Locate Emergency Evacuation Bag or “grab and go” bag  *Review contents* | 1 |  |
| Locate naloxone & other stock emergency meds if available | 2 |  |
| Learn about crisis/evacuation plans  *What is the your role during an evacuation?*  *What is the plan for students in the health office? Special needs students?*  *How will emergency meds be carried during evacuation?* | 3 |  |
| [Poison Control](https://mnpoison.org/) 1-800-222-1222 | 3 |  |
| Suicide prevention line 988 | 3 |  |
| **Bloodborne Pathogen (BBP)** | Priority | Completed |
| District training requirements | 3 |  |
| District BBP management plan and the role of school health staff | 3 |  |
| District Health and Safety Department or contact person | 3 |  |
| **Accident/Incident Report Procedure** | Priority | Completed |
| Student accident/incident reporting process | 3 |  |
| Employee accident/incident reporting procedure | 3 |  |
| Role of school health staff health emergencies on the bus or bus accidents | 3 |  |
| **HEALTH OFFICE SET-UP** | | |
| **Supplies** | Priority | Completed |
| Process and person responsible for ordering health office supplies | 3 |  |
| Budget for supplies | 3 |  |
| MDH recommended health office supply list | 3 |  |

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| **Health Services Manual** | Priority | Completed |
| District manual (electronic/paper/combination) | 1 |  |
| **Calendar of Duties** | Priority | Completed |
| [National Association of School Nurses (NASN) Back to School Toolkit](https://www.nasn.org/nasn-resources/toolkits/bts-toolkit) | 3 |  |
| [MDH Calendar/Schedule for the Licensed School Nurse Yearly/Monthly](https://www.health.state.mn.us/docs/people/childrenyouth/schoolhealth/lsncalendar.pdf)  *Does your district have its own calendar of duties?* | 3 |  |
| **PROVISION OF CARE FOR STUDENTS** | | |
| **Data Privacy/Confidentiality/HIPAA and FERPA** | Priority | Completed |
| District consent for release of information | 2 |  |
| **Immunization Requirements** | Priority | Completed |
| Review District Policy and/or procedures related to immunization compliance  *Does your district exclude for immunization noncompliance?* | 1 |  |
| [Minnesota Immunization Law](https://www.revisor.mn.gov/statutes/cite/121A.15) – MN Statute 121A.15 | 1 |  |
| [MDH – Vaccines for Infants, Children, and Adolescents](https://www.health.state.mn.us/people/immunize/basics/kids.html)   * Are your kids ready? * MDH Immunization Form * Where to get vaccinated – Free or low-cost shots for children | 1 |  |
| [MDH – Immunization](https://www.health.state.mn.us/people/immunize/index.html)   * MN Immunization Registry – MIIC * MIIC login * MIIC User Guidance and Training Resources –MIIC webinar series | 2 |  |
| [MDH – School Health Personnel Immunization and Disease Reporting](https://www.health.state.mn.us/people/immunize/ed/school.html#other1)   * Annual Immunization Status Report (AISR) User Guide | 3 |  |
| **Students with Chronic Health Conditions – Physical and Mental** | Priority | Completed |
| Review district’s procedure for student health plans  *Emergency Care Plans (ECP) and Individual Health Plans (IHP)* | 1 |  |
| Identify students with conditions | 1 |  |
| Communicate health conditions to appropriate staff  *Share information with staff who have a “legitimate educational interest” (FERPA)* | 2 |  |
| Chronic Condition Care Planning, Resources, & Training documents   * Allergies, Asthma, Diabetes, Seizures | 3 |  |
| **Medications in School** | Priority | Completed |
| Review district medication policy | 1 |  |
| Review district medication administration guidelines and procedures *including documentation* | 1 |  |
| Unassigned (stock) medications | 2 |  |

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| **Special Education (SpEd)** | Priority | Completed |
| Review your role in the SpEd process | 2 |  |
| Meet special education staff including other Special Service Providers | 2 |  |
| Locate schedule and attend IEP team meetings when appropriate | 3 |  |
| [MDE – School Health Services](https://education.mn.gov/MDE/dse/health/svcs/) | 3 |  |
| [MDE – Acronyms used in Special Education](https://education.mn.gov/mde/dse/sped/049966) | 3 |  |
| [DHS – Individualized Education Program (IEP) Services](https://www.dhs.state.mn.us/main/idcplg?IdcService=GET_DYNAMIC_CONVERSION&RevisionSelectionMethod=LatestReleased&dDocName=dhs16_151385) | 3 |  |
| **Child Find & Section 504** | Priority | Completed |
| Meet school 504 coordinator | 2 |  |
| Identify students with 504 plans | 2 |  |
| Review school 504 process | 2 |  |
| Participate in child find and 504 team meetings when appropriate | 2 |  |
| **Student Vision and Hearing Screenings** | Priority | Completed |
| Review district protocol for mass screening | 3 |  |
| Review MDH recommended screening schedule and guidelines  [MDH – Vision Screening](https://www.health.state.mn.us/people/childrenyouth/ctc/visionscreen/index.html)  [MDH – Hearing Screening](https://www.health.state.mn.us/people/childrenyouth/ctc/hearingscreen/index.html) | 3 |  |
| Attend MDH vision and hearing screening training | 3 |  |
| **Triaging Students Presenting to the Health Office** | Priority | Completed |
| Follow current policy, procedures, first aid & infectious control guidelines | 1 |  |
| Determine if the student is well enough to return to class or if the student is too ill / injured to remain in school  *The goal is to help students remain in class healthy, ready to learn, and to maximize academic time* | 1 |  |
| Review school exclusion resource  [Hennepin County Infection Diseases in Childcare Settings and Schools Manual –Section 1: Guidelines – Staff and Children: Exclusion of ill persons](https://www.hennepin.us/daycaremanual) | 1 |  |
| Mental health support available for students  *Does your school have a mental health team? Learn how to refer students to the team if needed.* | 3 |  |
| Review district procedure for sending students home | 1 |  |
| Process for contacting non-English speaking individuals | 1 |  |
| **Reporting Communicable Diseases** | Priority | Completed |
| [MDH –School Health Personnel Immunization and Disease Reporting](https://www.health.state.mn.us/people/immunize/ed/school.html) | 3 |  |
| **Documentation – Health Records** | Priority | Completed |
| Review District policy and/or procedure – electronic or paper or both | 2 |  |

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| **Field Trips** | Priority | Completed |
| District procedure for determining the need for health staff on trip or if needs can be delegated appropriately | 2 |  |
| First aid supply bag for trip | 2 |  |
| Documentation plan for medication/treatments while on trip | 2 |  |
| Locate fieldtrip calendar | 3 |  |
| **Mandated Reporting** | Priority | Completed |
| Review District and/or County Reporting procedure | 3 |  |
| [DHS – Child Protection](https://mn.gov/dhs/people-we-serve/children-and-families/services/child-protection/) | 3 |  |
| [MDE – Student Maltreatment](https://education.mn.gov/mde/fam/maltr/) | 3 |  |
| **NURSING PRACTICE** | | |
| **Scope of Practice** | Priority | Completed |
| [Minnesota Board of Nursing –Scope of Practice](https://mn.gov/boards/nursing/practice/nursing-practice-topics/scope-of-practice.jsp) | 2 |  |
| **Laws and Rules that Pertain to School Health Services** | Priority | Completed |
| MDH School Health Related Laws document | 3 |  |
| **Delegation** | Priority | Completed |
| [National Council of State Boards of Nursing - Delegation](https://mn.gov/boards/nursing/practice/nursing-practice-topics/scope-of-practice.jsp) | 2 |  |
| General guidelines of delegation:   * In MN, delegation is within the scope of practice of the professional nurse (RN or Advanced Practice RN)   Determine your district liability policy regarding delegating to personnel not hired by the district (e.g. parents and volunteers) | 3 |  |
| **Staff Evaluation Process** | Priority | Completed |
| Staff development & evaluation requirements | 3 |  |

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## Helpful Links & Resources

* [Centers for Disease Control and Prevention - Adolescent and School Health (https://www.cdc.gov/healthyyouth/)](https://www.cdc.gov/healthyyouth/" \o "Centers for Disease Control and Prevention - Adolescent and School Health (https://www.cdc.gov/healthyyouth/) )
* [Centers for Disease Control and Prevention - Healthy Schools (https://www.cdc.gov/healthyschools/index.htm)](https://www.cdc.gov/healthyschools/index.htm)
* Framework for 21st Century School Nursing Practice(<https://www.nasn.org/nasn-resources/framework>)
* [National Association of School Nurses (NASN) (https://www.nasn.org/home](National%20Association%20of%20School%20Nurses%20(NASN)%20(https://www.nasn.org/home))
* [School Nurse Organization of Minnesota (SNOM) (https://www.minnesotaschoolnurses.org/)](School%20Nurse%20Organization%20of%20Minnesota%20(SNOM)%20(https://www.minnesotaschoolnurses.org/))
* [School Nursing:  A Comprehensive Text (https://www.nasn.org/nasn-resources/bookstore/a-comprehensive-text)](https://www.nasn.org/nasn-resources/bookstore/a-comprehensive-text" \o "School Nursing: A Comprehensive Text (https://www.nasn.org/nasn-resources/bookstore/a-comprehensive-text))
  + Includes information on Special Education including sample accommodation statements
* [School Nursing: Scope and Standards of Practice, 4th Edition (https://www.nasn.org/blogs/nasn-inc/2022/07/28/school-nursing-scope-and-standards-of-practice-4th)](https://www.nasn.org/blogs/nasn-inc/2022/07/28/school-nursing-scope-and-standards-of-practice-4th)

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<https://www.health.state.mn.us/people/childrenyouth/schoolhealth/index.html>

To obtain this information in a different format, email [health.school.health@state.mn.us](mailto:health.school.health@state.mn.us)

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