

## ROLES AND RESPONSIBILITIES OF NURSES

At schools with a Nurse Award, the Nurse should work with the school administration and staff to plan, conduct, and evaluate nutrition education activities. The following is a list of the key roles of the Nurse:

### General Responsibilities

- Attend the optional Nutrition Education Funding meeting.
- Complete and submit Nurse Award Plan and Budget, Nurse Award Leadership Team Contract Agreement and Roles and Responsibilities of Nurses.
- Coordinate the development, implementation, and evaluation of the Nurse Award with support from the school administration and Food Service Worker.
- Attend a mandatory Orientation meeting.
- Develop a system for use of the nutrition instructional materials, books, supplies, and other nutrition resources for participants. Maintain records of participants and materials used.
- Inform the members of the school community about *Network* activities and opportunities.
- Request technical support from the *Network* office as needed.
- Provide complete, clear, and legible entries on all forms or award funding.
- All materials purchased using *Network* funds will be used exclusively for *Network* activities and must be stored at the school site. All non-consumable items should be clearly marked "*Nutrition Education Only*."
- Be prepared to log hours online.

### Nurse Award Documentation Procedures

- Copy Weekly Individual Time Log form and Summary Log/Quality Assurance Form for each logging period and mail the originals as directed to the *Network* office on or immediately following the end of each logging period (due dates for logging periods are listed on the Weekly Individual Time Log form).
- Keep copies of all of the Weekly Individual Time Logs and Summary Log/Quality Assurance Forms for your school records.
- Time logs and documentation not mailed to the *Network* office in time to meet the due date must be hand-delivered to the *Network* office immediately.
- Keep copies of all logs and documentation for yourself in the Health Office.

### Budget and Expenditures

- The Nurse must choose how much to allocate as Professional Expert Pay in the Nurse Compensation section of the Budget. This amount allocated must be between \$100 and \$300. Time spent with students is logged time and cannot be compensated.
- \$75 has already been allocated to compensate cafeteria personnel for *Network* tasks outside of the scheduled work day.
- Work with the *Network* to clarify any questions concerning personnel expenditures and/or material expenses in a timely manner.
- Review the Allowable/Unallowable List of Activities and Expenditures before selection of purchases.
- Complete requisitions correctly and accurately, and submit them to the *Network for a Healthy California—LAUSD* office by the due date.
- Original documentation of all expenditures (including receipts and packing slips) must be submitted to the *Network for a Healthy California—LAUSD* office quarterly.
- Expenditures are not to exceed the amount awarded. It will be the responsibility of the school to repay any expenses not included in the budget.

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- Timesheets for compensation (Professional Expert hours) must be submitted immediately after the actual hours are worked. Compensation is for time worked outside of one's regular assignment. Funds need to be spent for the current award year by the deadlines imposed by the *Network*. Funding **will not** be carried over to the following year.

### Harvest of the Month (if applicable)

- If the school has an award, sign the school's Harvest of the Month Produce Order Form to receive produce.
- Implement the Harvest of the Month activities in the school Health Office.

### Maintenance and Retention of Documentation

- Keep documentation of nurse awards on file **at the school** for five years (see Required Documentation specifications on *Network for a Healthy California—LAUSD* Web site). Make sure school administrator knows where these files are maintained.
- Maintain a portfolio of project activities (photos, samples of student work, etc.).
- Coordinate the distribution of purchases at your school.
- Submit all original documentation to the *Network* office as directed.
- Be prepared for a random audit of all records for each year of participation.
- Strictly follow the guidelines of USDA Allowable/Unallowable expenses.
- **Inaccurate documentation, late documentation, or documentation not received by the *Network for a Healthy California—LAUSD* by the deadline may result in immediate disqualification from the program.**

### Public Relations

- Notify the *Network* of events and media opportunities. Refer to the Media section in the binder and on the *Network for a Healthy California—LAUSD* Web site: [www.healthylaUSD.net](http://www.healthylaUSD.net) for more information.
- Secure and file LAUSD Parent/Guardian Publicity Authorization Release forms for all participants involved in any media productions, or work with Lead Teacher to ensure release forms are on file for all participants.

### Other

- Check your assigned LAUSD E-mail regularly for *Network* correspondence and updates.

I have read the Roles and Responsibilities of Nurses. I understand by signing below I agree to abide by these roles and responsibilities.

Nurse's Name: \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_