



**North Carolina Department of Health and Human Services**  
**Division of Public Health • Public Health Nursing & Professional Development Unit**  
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Michael F. Easley, Governor  
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State Health Director

TO: Local Health Directors  
Local Nursing Directors

FROM: Joy F. Reed, Head  
Public Health Nursing & Professional Development  
  
Patrick McCoy, Local Government HR Program  
NC Office of State Personnel

DATE: November 5, 2004

SUBJECT: Classification of School Nurse Positions

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As you know, the General Assembly recently provided funding for 145 new school nurse positions across the state in an effort to move North Carolina toward the nationally recommended ratio of 1 nurse for every 750 students. Many of you who received those positions have submitted them for classification and have expressed concerns when they were classified as PHN Is. You have indicated that classifying these positions as PHN Is will create problems in recruiting for and filling these positions involving complex responsibilities in a nursing shortage climate. DPH and the Office of State Personnel have worked collaboratively and have determined that all of these positions will be classified as PHN IIs, *provided the job description is consistent with the attached job description.*

This position description is consistent with the expectations of the School Health Initiative's goals and incorporates the guidance from the Agreement Addenda for these positions that the RN hired or contracted be "nationally certified school nurses or...working toward national certification." Please note that the baccalaureate degree and school nurse certification are to be included in the position description and on the job vacancy announcements. As with other occupations, it is the local health department's responsibility to verify that all employees have and maintain the necessary license or certification in order to remain employed.

If your agency has already submitted a job description that is consistent with the attached job description and that clearly indicates that the RN is certified or working toward that, then you should immediately contact your OSP assigned HR Consultant staff and ask them to re-evaluate that position. If you submitted a job description that is not consistent with the attached job description, determine if it is consistent with how you want that school nurse to function. If so, you should revise the job description responsibilities and resubmit it for review by your OSP HR Consultant.

We also recognize that many of you may have other school nurse positions that are currently classified as PHN Is. If their job descriptions currently reflect the responsibilities as defined in the attached job description and they are nationally certified or working toward that, then you may – (after consulting with your Board, County Commissioners and/or others who might be concerned about the budget impact of such reclassification) – seek to have these positions reclassified as PHN IIs by July 1, 2005.

