Beginning of Year Checklist for Nurse Directors
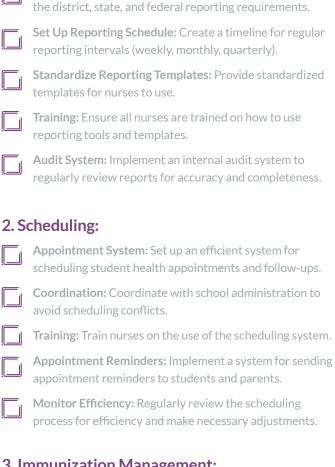
1. Reporting:

- **Review Reporting Requirements:** Ensure you understand the district, state, and federal reporting requirements.
- **Set Up Reporting Schedule:** Create a timeline for regular reporting intervals (weekly, monthly, quarterly).
- **Standardize Reporting Templates:** Provide standardized templates for nurses to use.
- **Training:** Ensure all nurses are trained on how to use reporting tools and templates.
- **Audit System:** Implement an internal audit system to regularly review reports for accuracy and completeness.

2. Scheduling:

- **Appointment System:** Set up an efficient system for scheduling student health appointments and follow-ups.
- **Coordination:** Coordinate with school administration to avoid scheduling conflicts.
- **Training:** Train nurses on the use of the scheduling system.
- **Appointment Reminders:** Implement a system for sending appointment reminders to students and parents.
- **Monitor Efficiency:** Regularly review the scheduling process for efficiency and make necessary adjustments.

3. Immunization Management:

- **Update Immunization Policies:** Review and update immunization policies according to current guidelines.
- **Record-Keeping System:** Ensure an efficient and secure electronic health record system is in place.
- **Communication Plan:** Develop a plan for communicating immunization requirements and reminders to parents.
- **Training:** Train nurses on how to input and manage immunization records in the system.
- **Compliance Monitoring:** Regularly review immunization records to ensure compliance with health regulations.

4. Group Screenings:

- **Scheduling Screenings:** Create a schedule for vision, hearing, and other health screenings.
- **Screening Protocols:** Standardize screening protocols and procedures.
- **Documentation:** Provide templates for documenting screening results.
- **Training:** Train nurses on the proper use of screening tools and documentation practices.
- **Follow-Up Plan:** Develop a plan for follow-ups and referrals based on screening results.

5. Managing Medications and Prescriptions:

- **Appointment System:** Set up an efficient system for scheduling student health appointments and follow-ups.
- **Coordination:** Coordinate with school administration to avoid scheduling conflicts.
- **Training:** Train nurses on the use of the scheduling system.
- **Appointment Reminders:** Implement a system for sending appointment reminders to students and parents.
- **Monitor Efficiency:** Regularly review the scheduling process for efficiency and make necessary adjustments.

6. Caring for Students with Chronic Conditions:

- **Chronic Condition Protocols:** Develop and update care protocols for students with chronic conditions.
- **Individual Health Plans (IHPs):** Ensure that each student with a chronic condition has a current IHP.
- **Training:** Train nurses on managing and documenting chronic conditions.
- **Communication:** Establish clear lines of communication between nurses, parents, and healthcare providers.
- **Emergency Plans:** Develop and review emergency plans for students with chronic conditions.

7. Medicaid Billing for Health Services:

- **Verify Eligibility:** Ensure all nurses understand the criteria for Medicaid billing OR that you have a Medicaid vendor that verifies eligibility.
- **Set Up Billing Process:** Establish a clear and efficient process for documenting and submitting Medicaid claims.
- **Training:** Provide training on Medicaid billing procedures and any relevant software.
- **Compliance Check:** Regularly check for compliance with state and federal Medicaid regulations, if not included with your Medicaid Billing system.
- **Monitor Billing:** Implement a system to monitor billing accuracy and resolve discrepancies promptly, if not included with your Medicaid Billing system.

By following this checklist, you will ensure that your nursing team is well-prepared, efficient, and compliant with all health regulations, providing the best possible care for your students throughout the school year.

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