

WELCOME
ATC HEALTHCARE SERVICES, INC – ALABAMA

**GET
SCHOOL
NURSE
SKILLS**



PAY OPTIONS

Standard Check

- Please make sure to mark on your timesheet MAIL or PICKUP
- To be picked up or mailed out after 2:00 PM on Fridays
- Pay periods run Sunday to Saturday, pay date on checks will always be Monday. *Note: some banks will cash the checks on Fridays, however others may make you wait until Monday

PAY OPTIONS

- **Direct Deposit**
 - Will require and ATC Direct Deposit Form on file with a voided check or letter on bank letterhead signed by bank employee
 - You will also need to place your banking information into our VIBE System. VIBE is the system where you retrieve your pay stubs, change your tax status, and update your address, & phone number provided up request

EMPLOYEE BENEFITS AT A GLANCE

Receive Immediately

- 48 Hour Payday on Visa Debit Card
- Reward Points, with every hour worked, towards free gifts
- CPR/ACLS and CEU training discounts available (up to 50% off)

Restrictions

- Medical, Dental, and Vision plans for part-time and full-time employees
- Flexible Spending Accounts cover health and dependent care costs with tax free earnings
- Tuition Reimbursement Program for part-time and full-time employees (based on a decision made by Corporate)
- Company matching contribution to 401(k) Savings Plan

ATC Healthcare Services, Inc.

10x10

Basic School Nurse

TRAINING

The top ten things every nurse needs to know to successfully complete a school nursing shift



ATC
Around the Clock
Healthcare Services



1. ETIQUETTE

- Dress in a professional manner: clean, wrinkle-free, work appropriate attire
- Good, professional hygiene
- No disrespect of authority
- If you are substituting, leave the desk, drawers, cabinets, etc., the way you found them
- Be punctual – if you're going to be late, **NOTIFY ATC**
- Things happen, but ATC has **LITTLE TO NO TOLERANCE** for call offs or tardiness of any kind

2. DOCUMENTS

- PPA/Self – Administration Form
- MAR
- Daily Log
- Diabetes Management Log
- Concussion Checklist
- Seizure Form
- Unusual Occurrence Form

3. MEDICATIONS

- MAR/Daily Log
- PPA
- Self-Administraion
- EpiPens
- Inhalers
- OTC Meds
- 7 Rights
- “30 minutes before/30 minutes after” Rule

4. DIABETICS

- **ALWAYS** check diabetic orders BEFORE treating student
- Diabetic Management Log
- Carb Counting
- Correction Factor/Sliding Scale
- Hypoglycemia/Hyperglycemia
- Sites
- "15/15" Rule

5. SEIZURES

- Seizure Log
- Diastat Orders
- How is Diastat given?

6. CONCUSSION

- Concussion Checklist
- Unusual Occurrence Report
- Notify parent of any injury to the head
- If student hits head after 2:00PM, he/she cannot ride the bus home; must be picked up (Jefferson County policy)
- Head Injury Assessment

7. LICE

- If live louse found on student, send him/her home
- May return to school next day, IF TREATED, but to be re-checked by nurse before returning to classroom the next day
- Nits only? May remain at school, but notify parent
- NO class checks
- NO letters sent home

8. HOW SICK IS TOO SICK?

- Information sheet

9. SKILLS CHECKLIST

- Diabetic
- Diastat
- Trach
- VNS
- Feeding Tube
- Catheterizations
- AED location

10. WEBSITES

- NASN – Standards of School Nursing
 - <https://www.nasn.org/home>
- ALSDE – Alabama State Department of Education
 - <http://www.alsde.edu/>
- ABN – Alabama Board of Nursing
 - <https://www.abn.alabama.gov/>

QUESTIONS?

ATC Healthcare Services, Inc.

10x10

Basic School Nurse

TRAINING