



REQUEST FOR QUALIFICATIONS Registered Nurse Consultant Services

Posted Date: January 12, 2024

Deadline Date: January 26, 2024, or open until filled

AGENCY PROFILE

Blind Children's Center (BCC) is a 501(c)(3) nonprofit organization founded in 1938. Our mission is to prepare infants, toddlers, and preschoolers of all abilities to thrive through inclusive, family-focused early childhood education, with a specialized focus on children who are blind or visually impaired.

To that end, BCC provides FREE high-quality early childhood education programs for children ages 18 months to 5 years-old (Head Start, Early Head Start, CA State Preschool). We also offer Early Head Start services for infants and toddlers from birth through 36 months and pregnant mothers through a locally designed program option.

As a delegate of Los Angeles County Office of Education (LACOE) our programs are funded in part by the Administration for Children and Families, Department of Health and Human Services, and California Department of Education. BCC also administers the CA Adult and Childcare Food Program through the CA Department of Social Services.

BCC currently serves 40 children and their families and is poised to expand to 90 children and their families in the 24/25 program year. BCC is a fully inclusive program, with approximately 50% of children having visual impairments, multiple disabilities and other chronic health conditions.

SERVICES:

In coordination with the Health & Nutrition Coordinator, the Registered Nurse ("RN") ensures health services are planned and provided for children in the capacity of a Registered Nurse; assures up-to-date child health status by assisting families in identifying and obtaining medical and dental care, establishing an ongoing source of continuous, accessible health care and providing referrals as needed. Specific duties include:

- Medication Administration Training for child development staff (2.5 hours lecture and demonstration annually).
- Provides other health-related training for staff and for parents.
- Ensures timely completion of Hearing and Vision Screenings (45-day timeline) and growth measurements and chart (twice a year)
- Review and interpret all medical documents to determine health needs of the children and any needed medications, paperwork, follow-up and staff training annually and as each child is enrolled
- Review all medication paperwork and medication bottles prior to administration, including that the Physician Authorizations and Parent consents are correctly completed and match the

medication bottles, complete Medication checklist with parent, and creating medication IHP for student. Beginning of year and as needed

- Communicates with child's health care provider for clarification of orders, diagnosis, or obtaining required health information.
- Reviews student data to determine any need for counseling or medical intervention and home visits.
- Maintain the Health Services Advisory Committee, including committee charter, role and responsibilities, recruitment of members and lead a minimum of 2 meetings per year.
- Develops list of referral resources for families; refers students and families to local health resources for medical, dental and health insurance needs; provides parent education, conferences and phone advice as needed.
- Provides follow-up to eliminate barriers for families to obtain follow-up lab work, medications, glasses, treatments, immunizations, etc.
- Completes IHP (individual health plans) for students with medical diagnoses.
- Review/consult on development of health policies /procedures
- Participates in parent meetings, support groups and team meetings to support child health outcomes.
- Provide support regarding medical issues to Health and Nutrition Coordinator and teaching staff as needed.
- Complete 90 day health services reviews.
- Participates in transition meetings for children with health concerns.
- Documents health issues, medical form review, event status and follow-up in Child Plus database.

QUALIFICATIONS

One or more years of professional and technical nursing experience providing, coordinating, and administering care and referring patients for appropriate services. Experience in pediatrics or maternal/child health services is preferred.

- Completion of an accredited Bachelor of Science in Nursing degree program.
- Licensed as a Registered Nurse with the California Board of Registered Nursing.
- CPR and First Aid certification are required.
- Ability to effectively communicate in English (written and verbally), present information, and respond to questions from a variety of groups.
- Spanish fluency preferred.

REQUIREMENTS:

- Consultants will be subject to obtain Live Scan fingerprint clearances from the Department of Justice (DOJ), the Federal Bureau of Investigation (FBI), and Child Abuse Central Index, prior to starting work. Consultants will be reimbursed for the cost of background check.
- Consultants must provide proof of the following immunizations: Influenza, Pertussis TDAP (Whooping Cough), and Measles (MMR) vaccines.
- Consultants must adhere to BCC's Standards of Conduct, mandated reporter requirements, and ensure confidentiality and HIPPA requirements.
- Consultants are required to provide evidence/documentation of ongoing continuing education units (CEUs) in the prenatal-to-five population to remain current in their respective field. Consultant will not be reimbursed by BCC for continuing education units. Consultants will be reimbursed for training that is related to LACOE's policies and procedures, if the knowledge of such policies and procedures is required to render consulting services, such as ChildPlus trainings and coordinator meetings.

- If consultant is incorporated, consulting company must provide proof of general liability insurance in amounts no less than \$1,000,000 per occurrence and \$3,000,000 in the annual aggregate.

SUBMISSION OF QUALIFICATIONS:

To be considered for the Registered Nurse Consultant, please submit the following:

1. Letter of interest
2. Qualifications and related experience
3. Services to be provided
4. Hourly rate

Documents should be submitted electronically with the subject line “**RFQ for RN Consultant**” to the following email address: hr@blindchildrenscenter.org

RFQ DEADLINE:

Documents should be submitted by January 26, 2024.