School Lead Nurse (Public Schools Only)

Objective: At the completion of this section, the learner will know the:

- lead nurses’ duties and functions in ImmPRINT

A lead nurse can only be designated for a public school. The lead nurse has the same duties and functions in ImmPRINT as a school nurse. For details about the school nurse functions please see the School Nurse section of this manual. In addition to the school nurse functions, a lead nurse manages existing nurses’ accounts for their schools. Management duties include activating and training new nurses, deactivating nurses, resolving password issues, updating Site Details screen for each school, and running the CDC Survey Report in ImmPRINT. To access a particular nurse’s account, the lead nurse must be logged into that nurse’s school. Therefore, the lead nurse needs to be assigned to each of their designated schools. Please review the “User Profile” section for instructions on adding additional school sites to your account. In order to complete the CDC Survey by using ImmPRINT, please make sure that all students are assigned to the correct school manually or by submitting a student spreadsheet for a one-time upload. Be sure to include any medical or religious exemptions on the students’ records. After that, check the Site Details page to assign the grade levels to that specific school.
Check the boxes of the grades that a school contains and click “Update” at the top to save.

**CDC Survey**

Under Site Maintenance, choose Reports, then CDC Survey to complete the CDC Survey for each school in your school system. You will need to check all boxes (grades) to run the report. You will have to log into each school to run the report for that specific school.
Activating/Deactivating Staff Members

If a school nurse is changing from one school to another or is changing from a clinic/hospital to a school, the lead nurse will need to contact his/her local immunization compliance team to add the staff member. To activate a new nurse who has never used ImmPRINT before, the lead nurse will need to log into the specific school, click “Site Maintenance”, and select “Staff List”. Please note that it is common to see the staff member’s name to have checkbox under the active column. For new users, this does not mean the account is active. Therefore, continue activating the new user’s account by clicking on the staff member’s name. Next to the user’s name, a drop down box will have “Pending Approval” in the access level field. Select the arrow and assign the appropriate access type. Access type will be determined by the site’s facility type. For example, a new user type at a school will have “School Nurse” as a user type. There is a “Notes” box available to be used at the lead nurse’s discretion to document changes to the staff member’s details page (i.e. activation, deactivation). Click “Update” at the top of the page. The lead nurse also must deactivate users from his/her site when users no longer require ImmPRINT access. Examples that warrant deactivation include: a user separating from employment, extended medical/personal leave, or no longer performs ImmPRINT activities. Deactivation should occur within one business day of the user’s leave or separation. The lead nurse will log into the specific school in ImmPRINT, click “Site Maintenance”, and select “Staff List”. Click the staff member’s name. This will open the Staff Details page. Uncheck the active box. Click “Update” at the top of the page. If the lead nurse experiences any issues during this processes, please contact the local immunization
compliance team found on the ImmPRINT Compliance Managers map at the following link: