



BROOKS SCHOOL

POSITION DESCRIPTION

Position Title:	Staff Nurse
Classification:	Exempt/Staff
Position Type:	Per Diem
Expected hours of work:	up to 36 hours per week
Benefits Eligible:	No
Reports to:	Director of Health and Wellness Center
Date:	March 9, 2021

SUMMARY DESCRIPTION

Responsible for the management of student health needs including medications, episodic care, wellness needs and all associated documentation. This also entails all appropriate communications regarding the student's care.

Nurses are cross trained to cover all shifts, including days, evening and night shifts. Although nurses operate on a set schedule during the academic year we seek a candidate with flexibility to adjust hours as needed.

ESSENTIAL FUNCTIONS AND KEY OBJECTIVES

- Follow specific shift duties as assigned being flexible in meeting the needs of the Health Center while recognizing that the position involves duties not solely confined to nursing
- Obtains health history, performs physical assessment and delivers care to student per Brooks Health Center policies, procedures, and guidelines
- Identifies and treats health disorders of students according to the standing orders
- Communicates effectively with other members of the nursing staff, to assure continuity of care; consults with Nurse Practitioner or School Physician regarding student's care, as appropriate
- Follows through with orders provided by School Physician or Nurse Practitioner
- Collaborates with students' outside physicians to establish plans of care
- Assures that student health records are up to date in accordance with the Commonwealth of MA requirements for school health; documents all aspects of care appropriately
- Maintains appropriate confidentiality and a professional approach towards students, their families, faculty, staff, and all others involved in the wellbeing of the student

- Provides appropriate student health education related to plan of care
- Communicates, as necessary with family members
- Promotes and assists in the control of communicable diseases; reports communicable diseases according to guidelines
- Serves as a resource on health issues
- Follows universal precautions when providing care
- Administers medication according to the 5 Rights and documents appropriately
- Maintains Medication Management as per School and State guidelines
- Administers vaccines and documents appropriately
- Counsels students concerning problems such as pregnancy, STDs and substance abuse, in order to facilitate responsible decision making
- Arranges to have needed supplies and equipment stocked and on hand
- Coordination of outside appointments related to the student's health care needs
- Urgent care to Brooks Employees, as needed, including appropriate documentation of care provided
- Willingness to be subjected to a background check
- Other related duties as assigned

COMPETENCIES:

- Experience working with adolescent population, preferred
- School nursing experience, preferred
- Basic Microsoft Office (Excel) skills and Google, are required
- Communicate effectively with all school personnel
- Ability to maintain confidentiality

EDUCATION:

- Licensed as a Registered Nurse in the Commonwealth of MA
- Bachelor prepared nurse required as of 1/2020
- Minimum two year nursing experience
- Maintain continuing educations requirements, as required by licensing board
- Maintain continuing education credits, related to the field of adolescent medicine and school nursing
- CPR certified
- Maintain yearly Blood Borne Pathogen Training, as per OSHA guidelines, and annual concussion training

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an indoor environment. The noise level in the work environment is usually moderate.

PHYSICAL DEMANDS: The work performed by the school nurse is physical and requires physical activity including but not limited to performing the following tasks:

- Ability to work in a fast paced environment
- Occasional lifting, bending and climbing stairs
- Ability to be on one's feet for several hours at a time

TRAVEL: This role does not require travel

EEO STATEMENT: Brooks School does not discriminate on the basis of race, gender, color, sexual orientation, disability or religion in the administration of its educational policies, admission policies, employment policies, financial aid and loan programs, athletic programs and other school administered programs and activities.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Per Diem Staff Nurse will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Health Services or appropriate administrator. Brooks School reserves the right to update, revise or change this job description and related duties at any time.

Employee Acknowledgment

Supervisor Acknowledgement