

## **CAMPBELL HALL EPISCOPAL, SCHOOL NURSE**

### **JOB DESCRIPTION**

The School Nurse is a school-wide position, reporting directly to the Campbell Hall Director of Operations. The School Nurse coordinates and responds to the health needs of the student body (grades K-12), faculty, staff, administrators, parent volunteers and community guests, as an integral part of the daily life of the school. This working relationship is especially collaborative with other members of the Health Office staff, the division-level principals, assistant head of school and other key administrators in the daily and long-range health care for the school. The School Nurse focuses on creating and maintaining a healthy environment reflective of the school's Mission Statement and *The Strategic Plan 2008*. This is a 12-month position, with nineteen (19) days of paid vacation. With the Chief Financial Officer's concurrence, a maximum of ten (10) days may be taken during Campbell Hall's Summer Programs. The remaining nine (9) days are to be taken between the conclusion of Campbell Hall's summer Programs and the first day of new faculty/staff orientation in August. Please note that the position does require attendance at some weekend and evening events.

### **JOB OVERVIEW**

As an integral member of the health services team, the School Nurse oversees the day-to-day operations of the Health Office in a K-12 school (approximately 1100 students and 200 employees) and is charged with the responsibilities for appropriate assessment, planning, intervention, evaluation, and management and/or referral activities; serves as the direct link between physicians, families, and community agencies to assure access and continuity of health care for students; provides relevant instruction, counseling and guidance to students, parents, staff, and others concerning health-related issues; upholds professional standards, the state Nurse Practice Act, and other state and local statutes and regulations applicable to school nursing practice, and adheres to all school policies and administrative guidelines.

The position requires a person with a kind, calming presence, with exceptional nursing skills, strong communication skills, excellent interpersonal skills, knowledgeable computer skills, the ability to work well with others, a confident and independent-thinking "self-starter" who can successfully manage numerous responsibilities and projects amid a demanding, but rewarding, work environment. The nature of this role will require an individual to maintain a high level of confidentiality and demonstrate steadfast and sound judgment.

### **RESPONSIBILITIES**

#### **Foundational Roles**

- Applies appropriate theory as basis for decision-making in nursing practice.
- Collects information about the health and development status of the students in a systematic and continuous manner. This includes all mandated screenings, immunization records, and required school health forms.
- Uses data collected about the health and development status of the student to determine nursing diagnosis.
- Develops a nursing care plan with specific goals and interventions delineating school-nursing actions unique to the students' needs.
- Intervenes as guided by the nursing care plan to implement nursing actions that promote, maintain, and restore health, prevent illness, and effective rehabilitation. This includes the administration of all medication and/or medical treatment per physician order, and may include emergency triage of an injured student, faculty, staff, or community guest, at any location on the school's campus which may include the nurse going to the injured or ill party rather the party coming to the Health Office.
- Assesses student responses to nursing actions in order to revise the database, nursing diagnosis, and nursing care plan and to determine the progress toward goal achievement.
- Assists students, families, and employees to achieve optimal levels of wellness through health education and advocacy.

#### **General Standards and Expectations**

- Provide general first aid, emergency care, and administration of medication for students.
- Provide general first aid and emergency care for employees and campus guests.

- Disease and well-being management including, but not limited to, diabetes, asthma, allergies, seizures, malabsorption syndrome, ADD/ADHD, and depression.
- Coordinate the acquisition of supplies and materials necessary to efficiently run the Health Office.
- Maintain campus-wide first aid supplies.
- Oversee the processing, organization, evaluation, and updating of any school health forms, confidential medical lists, and school health database.
- Responsible for the oversight of all Student Accident Reports including follow-up with families, athletic trainers, employees, the Business office, and any medical/insurance providers
- In conjunction with the Business Office, the school nurse is the first point of contact for work related injuries and illnesses.
- Develop treatment plans and protocols especially during health epidemics such as lice, flu, and chickenpox.
- Organize annual CPR, First Aid, AED, and Blood Borne Pathogen classes for all employees.
- Coordinate and track Tb screening for all employees and required volunteers.
- Work in close partnership with the athletic trainers regarding all health and safety issues including maintaining monthly standing meetings with trainers.
- Work in close partnership with the divisional-level principals to address issue of health and safety and when appropriate provide education to students, employees, and families.
- During a massive causality incident, oversee the establishment and maintenance of triage center.
- Regularly communication with families primarily by phone, but also in person and by email, regarding students who been under the care of the Health Office.
- Cultivate and promote campus-wide health and safety initiative to improve campus health, safety, and environment.

### **Health and Safety Committee**

- Serve as a member of the Health and Safety Committee
- Serves as a member of the Emergency Response Review subcommittee
- Serves as a member of the Emergency Preparedness subcommittee

### **SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the School's policies and applicable laws. Responsibilities include interviewing and training employee; planning, assigning, and directing work of employee; appraising performance; rewarding and disciplining employee; addressing complaints and resolving problems involving employee.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the School Nurse is regularly required to speak, listen, sit, and stand for prolonged periods of time. Bending, kneeling, hauling the emergency kit bag and pushing an occupied wheelchair are also required. Use of hands to palpate, handle, feel manipulate, carry, and transfer are necessary, as well as, walking fast and/or running to emergencies inclusive of the perimeter of the campus.

### **WORK ENVIRONMENT**

The activity level in the work environment can be very high at peak times (e.g. elementary lunch), and is characterized by interruptions due to customer service—including walk-ins, emails, and telephone calls. The noise level in the environment is usually moderate.

### **EQUAL EMPLOYMENT OPPORTUNITY**

Campbell Hall believes in and operates on the premise that it is the right of all persons to seek work and to advance on the basis of their individual merits, ability, and potential. Campbell Hall has been, is, and will continue to be, strongly committed to the principle that equal employment opportunity must be afforded to all persons regardless of race, color, ancestry, national origin, religion, gender, pregnancy, sexual orientation, family care status, veteran status, marital status, age, medical condition, and disability.

### **REQUIRED QUALIFICATIONS**

- Preferably a Bachelors Degree (Associate Degree Candidates will be considered)

- A valid and current state registered nursing license or licensed vocational nurse
- Current CPR, AED, and First Aid Certifications
- Patience and creativity when working collaboratively with a wide range of constituent groups, including students, families, faculty, staff, administration and community guests from diverse backgrounds (religious, ethnic, socio-economic etc.)
- Exceptional verbal and written communication skills, as well as strong interpersonal skills. The ability to write reports that conform to a prescribed style and format is essential, as is the ability to effectively present information.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Excellent organizational skills and the ability to multi-task effectively.
- Proficient computer expertise in Word, Excel, PowerPoint, and Google docs

#### **DESIRED QUALIFICATIONS**

- 2-5 years experience in school nursing (Preferably in independent schools)