



The Per Diem School Nurse provides coverage for School Nurses during absences, offering medical care to students as part of a prescribed medical course of action or in the case of an emergency. Reporting to the Director of Health Services, the School Nurse is an integral member of the Student Life team and works to promote a safe and healthy school environment through education and medical intervention. This position may be required to work days, nights, weekends, and holidays based upon coverage needs and medical necessity and available for on-call duties.

<b>Job Title:</b>	Per Diem School Nurse	<b>Date:</b>	July 2020
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**Miss Hall's School Mission**

Miss Hall's School inspires and encourages each girl to pursue the highest standards of learning and character; to contribute boldly and creatively to the common good; and to seek a purposeful life based on honor, respect, growth, and personal authenticity.

**Responsibilities**

- Provide on call coverage for School Nurses who will be absent from work
- Triage students' acute and chronic conditions and provide nursing care and treatment based on findings
- Provide medically prescribed interventions per standing orders or orders received by a prescribing practitioner
- Maintain accurate documentation of student visits to the Health Center through the SchoolDoc electronic SMR system
- Act as an advocate for students' needs and serve as a liaison between families and faculty members while maintaining student confidentiality
- Identify students who exhibit special health or emotional needs and provide emotional support, health education, and crisis intervention as necessary
- Provide first aid and emergency care on campus as situations arise, accompanying and staying overnight with students to the ER if necessary
- Perform tasks (dependent upon shift of coverage) at a level that generates respect and trust within the community and exudes the confidence required to ensure the safety and security of the school community
- Respond promptly to phone during on-call hours
- Interact with students, colleagues, consultants, and members of the public in a courteous and respectful manner
- Maintain confidentiality with unquestionable integrity

**Required Knowledge, Skills, & Abilities**

- A valid license to practice as a Registered Nurse in Massachusetts and must meet continuing education requirements as established by the state board of nursing
- A Bachelor's Degree in Nursing with 2 years of job experience in community or school health preferred
- Certification in and ability to perform CPR and first aid and/or use an AED in an emergency situation
- Demonstrated ability to handle stressful situations and make informed and appropriate decisions in emergency situations
- Working knowledge of HIPAA and FERPA and how they apply to student medical records
- Ability to work collaboratively with multiple teams to accomplish complementary goals
- Critical thinking and analytical skills with strong electronic media literacy
- Excellent organizational and project management skills; experience with records security, student information systems, and web-based information systems preferred
- Strong written and oral communication skills, including the ability to communicate effectively with students, colleagues, family members, and members of the public in a diverse population; multilingual proficiency preferred
- Flexibility to work weekends and nights, staying beyond scheduled hours when necessitated by student illness
- Demonstrate a genuine commitment to diversity and student success

**Physical Demands (to be removed in posting)**

- Must be able to use technology to produce reports and documents with accuracy and in a timely manner
- Must have the ability to hear alarms, radio transmissions, telephones, fire horns, cries for help, and running water
- Has the ability to work in an environment where personal safety may be at risk. May be required to handle hazardous materials in the workplace and will be required to wear personal protective equipment when performing certain assigned tasks
- Must be able to lift and carry up to 50 pounds, climb multiple flights of stairs, perform CPR, and run, when necessary, in response to emergencies on campus. These are essential functions of the job.

<b>Job Classification</b>	Nurse	<b>Supervisor:</b>	Director of Health Services
<b>Employment Status:</b>	Part-Time / Non-Exempt	<b>Dates:</b>	August - June