

MIDDLESEX SCHOOL

JOB DESCRIPTION

Position: Per Diem Nurse

Reports to: Director of Health Services

Employment Category: Administrative Staff

Exempt/Nonexempt: Nonexempt

Schedule: Part time

Work Year: Academic year while students are present

Benefits Eligible: This job does not qualify for benefits as it is under the required 1000 hours annually

Prepared by: Terry Cunningham

Date: August 18, 2021

JOB SUMMARY

Per Diem nurses are hired to manage student care as noted below in The Wellness Center. To the extent possible, schedules will be determined for the academic year by the Director of Health Services but are subject to change given potential changes in students remaining on campus and staffing changes.

RESPONSIBILITIES

The individual holding this role will work for the Director of Health Services to:

- Provide clinical care to all students in need
- Administers scheduled medication as prescribed
- Monitors and maintains inventory of scheduled medications
- Administers PRN medications as indicated per standing orders
- Documents all clinical encounters and communications
- Maintains complete student health records
- Performs a full medication count weekly
- Communicates absences and health center visits to the Dean's office and the Athletics office
- Provides emergency on-campus response and care, including BLS and Anaphylaxis care proficiency
- Provides assistance to families related to medical insurance coverage issues

- Maintains complete and regular shift to shift communication
- Provides regular parent communication with all students in the health center
- Performs Point of Care testing as prescribed by NP
- Supports new staff training as needed
- Maintains and updates health center procedure and ‘how to’ documentation in the resource book
- Refers and enlists the appropriate supports for students as needed---NP consultation, counseling, or School administrator
- Supports care provided by the consulting psychiatrist and School MD
- Monitors inventory of medical supplies and stock medications
- Serves as liaison with our pharmacy vendors.
- Maintains an organized and clean space to work and to provide care to students

SKILLS AND QUALIFICATIONS

- RN license or higher
- Experience working with the range of adults tasked with supporting students
- Appreciation for and understanding of the complexities of providing COVID 19 care for high school students and community members
- Excellent verbal and written communication skills
- Expertise in summarizing critical medical information while maintaining confidentiality
- A positive presence dedicated to meeting the needs of the school and its students
- Fully vaccinated for COVID-19
- Able to successfully complete CORI and CHRI checks

PHYSICAL DEMANDS

- Ability to work at a computer as needed
- Ability to be outside moving from office to office to meet with students and families in a variety of weather conditions
- Ability to administer CPR

SHIFTS

- **1 Saturday shift every week from 7am-3pm AND**
- **1 overnight weekend shift per month**

Interested applicants can send resume and brief cover letter to wellnesscenter@mxschool.edu

Middlesex School is an Equal Opportunity Employer.