



Position Title: **Per Diem Registered Nurse**

Last Updated: October 2021

Reports To: Director of Health and Wellness Services

Status: Non-Exempt – Shift Pay

Schedule: Academic year Registration through Graduation
Actual hours assigned as needed by Director of Health and Wellness Services
Monday through Friday; weekend, evening, and special event coverage as necessary

Benefits: Not benefit eligible-except for mandated MA Sick Time Law

Summary Description:

The goal of the nursing staff is to provide safe and supportive treatment to all students who come to school's Health Services facility, and/or call for immediate assistance. All students will be treated as individuals in a concerned and caring manner. The Per Diem Nurse will augment the staff by covering vacancies and providing extra nursing staffing as needed.

Essential Functions:

- Triage student's acute and chronic conditions and provide nursing care and treatment based on findings
- Treat illnesses and injuries of students to include treatment per guidelines, maintaining confidentiality, documenting and notifying parents, guardians, and/or Emergency Medical Services providers
- Provide medically prescribed interventions (procedures, treatments, medications, etc) per standing orders or orders prescribed by a medical practitioner
- Maintain accurate documentation of individual student visits to the Health Center
- Work as a team member in conjunction with faculty, staff, and community practitioners to promote a safe and healthy school environment
- Act as an advocate for student needs and serve as a liaison between parents/guardian and faculty member while maintaining student confidentiality
- Observe and report any unusual behavioral finding or unsafe student activity to the Director of Health and Wellness Services
- Identify students who exhibit health or emotional needs and provide counseling, health education and crisis intervention when necessary
- Offer comfort measures to students with minor discomforts
- Assist in the administration of medications according to physician and parent instructions; prepare related documents; communicate with physicians and parents to obtain authorization forms; notify parents of prescription refills as needed. Maintain contact with physicians as references and/or consultations.
- Provide first aid and emergency care on site, on the athletic fields or other school events as situations arise, including accompanying students to the Hospital or Urgent Care Center in an emergency situation
- Upon request of an employee traveling with students, OR if transporting and accompanying student to the Hospital or Urgent Care Center, will remotely or otherwise obtain, print, and carry or electronically send or fax relevant student records including insurance and parental permission to treat documentation to facility or medical provider
- Respond promptly to phone calls during on-call hours
- Provide dorm visits as needed for continued assessment and monitoring of students needing 24 hour supervision
- Consult with School Physician, Trainer, or Director as needed
- Maintain Health Services in a clean, orderly and safe condition; dispose of biomedical waste and hazards according to established procedures. Ensure medications are secured in double locked cabinets

Essential Functions, cont'd:

- Maintain student health records and accident reports including treatment records/logs, emergency cards, handicap and allergy information. Ensure computer data entry of information while assuring confidentiality at all times. Ensure all information is documented clearly, accurately, and legally
- Maintain professional standing through required continuing education to increase professional competence and to meet personal needs and goals
- Participate in school events as required

Additional Responsibilities:

- Required to wear proper uniform, consistent with department's/ school's dress code at all times and to maintain positive attitude and appearance in accordance with department/school standards.
- Must maintain high level of personal hygiene and cleanliness at all times
- All school employees have some responsibility for reporting inappropriate behavior to School Administration in order to maintain a safe learning environment
- All school employees must acknowledge receipt of the current Williston Employee Handbook and are responsible for reviewing the contents and must abide by rules, policies and procedures stated in the document
- Perform other duties as needed/assigned by the Director of Health and Wellness Services
- Operate a variety of office equipment including computer and school specific software; use a variety of medical equipment and instruments as assigned
- Perform a variety of clerical duties including reports, correspondence, forms notices, and referrals; maintain files and duplicate materials as needed
- Responds to health-related emergencies if needed at any time during or outside the routine work day

Qualifications:

- Bachelor's Degree or graduate certification from an accredited nursing program
- One year of medical/clinical experience as a Registered Nurse, with focus in pediatric or adolescent care
- Current, valid State License as a Registered Nurse
- Valid advanced First Aid and CPR certificate issued by an authorized agency
- Three years of experience working in a school setting
- Ability to work independently and carry out standing orders
- Working knowledge of school policies, procedures and practices related to health issues, medical terminology and related activities
- Knowledge of state regulations concerning immunization of school-aged children
- Knowledge of applicable sections of State Education Code and other applicable laws
- Read, explain and follow rules, regulations, policies and procedures
- Solid computer skills including working knowledge of Word, Excel, Outlook, and the Internet
- Strong organizational skills for multitasking and prioritizing responsibilities as situations arise and priorities may change frequently and rapidly
- Must be able to work intuitively and independently as well as part of the Health Services team to carry out the mission of the department and the school as a whole
- All employees are required to participate in annual harassment awareness training as a condition of employment
- Demonstrated leadership skills as well as excellent interpersonal and communication skills in order to successfully interact with diverse staff, faculty, students, and other constituents of the school.
- Must have the ability to work in a school environment by successful completion of all legally required and school required background checks including the state mandated CORI, Criminal Offender Record Information, SORI, Sex Offender Record Information and Fingerprint based criminal background check
- Possess a valid driver's license and have own transportation
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- Regular and consistent attendance and punctuality is required and as a condition of employment

Physical Qualification:

The person in this position:

- Regularly communicates with other HWS staff in person, via phone, email, etc. and must be able to convey accurate information
- Use of hands and fingers for manipulation and using computer keyboard and medical equipment, perform first aid and CPR
- Occasionally moves small/medium sized items that may weigh up to 25 pounds
- Is capable of moving about the offices to access files and/or office machinery
- Regularly operates computers or other office machinery, i.e., copy machines, printers
- Observes, recognizes, identifies other faculty/staff, families, visitors
- Is capable of remaining in a stationary position, (i.e., sitting, standing), for extended periods of time

Working Environment:

- While performing the duties of this job, the employee regularly is exposed to contact with blood or other body fluids
- The employee may be exposed to blood-borne pathogens and communicable diseases
- The employee may be exposed to chemicals including antiseptics and disinfectants
- The employee may be regularly exposed to biomedical wasters and hazards
- The employee may be exposed to potentially violent and disruptive students
- The employee may be exposed to chemicals used in the process of performing routine tasks

Limitations and Disclaimer

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.