

Brooks School/North Andover, MA
150 students (day and boarding)
Grades 9-12
Part-time 36 hour position (days, nights, weekends)
RN,BSN
Stephanie Savarese, Nurse manager
hr@brooksschool.org
Open until filled

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 students' 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:

- Proficiency in Microsoft and Google Suite
- Communicate effectively with all school personnel
- Ability to maintain confidentiality

EDUCATION/EXPERIENCE:

- Maintain Massachusetts RN License in good standing
- BSN required
- Minimum two year nursing experience
- Experience working with adolescent population, preferred
- School nursing experience and/or Emergency Room/Urgent care experience, preferred
- Maintain continuing education requirements as required by licensing board, OSHA guidelines and school policies
- Maintain continuing education credits, related to the field of adolescent medicine and school nursing
- CPR certified

PHYSICAL DEMANDS

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

1. Ability to work in a fast paced environment
2. Ability to be on one's feet for several hours at a time
3. Ability to lift 25lbs