

Summer Session Nurse

Updated: 1/2019

Department: Student Services

Supervisor: Health Center Director

Employee Classification: Exempt, Temporary

Position Summary:

Under the supervision of the Health Center Director and the Summer Administrative Team, the School Nurse is responsible for operational support of the Summer Program Health Center.

Duties & Responsibilities:

1. Performs nursing assessment and treats illnesses and injuries of students, faculty, and staff to include determining method of treatment per practice standards and guidelines.
2. Maintains confidentiality, documenting, and notifying parents, guardians, and/or Emergency Medical Services (EMS) providers. Remain with and give comfort to the ill or injured student until released to class or the parent/guardian. Offer comfort measures to students with minor discomforts.
3. Observe and report any unusual behavioral finding or unsafe student activity to administrators.
4. Administration of medications according to physician and parent instructions; prepare related documents; communicate with physicians and parents to obtain authorization forms; notify parents and pharmacy of prescription changes/refills as needed. Maintain contact with physicians as references and/or for consultations.
5. Maintain the health office in a clean, orderly and safe condition; dispose of biomedical waste and hazards according to established procedures; maintain inventory and order first aid supplies as necessary; prepare and restock first aid kits for classrooms, dorm offices and field trips as assigned. Ensure medications are secured in medication safe and room.
6. Maintain student health records (hard copies and health center database) and accident reports. Ensure inclusion of treatment records/logs, condition and allergy information, while assuring confidentiality at all times. Ensure all information is documented clearly, accurately, and legally.
7. Receive and review student health files incoming at beginning of session and from other schools; communicate with parents, physicians' offices, and other schools as needed to clarify or obtain information as needed.
8. Assist program administrators in the placement of medically involved students in mainstream curricular activities.
9. Possess professional standing through required continuing education.
10. Participate in shift report, and other meetings as required
11. Advised and clear about role during fire and disaster procedure.
12. Operate a variety of office equipment including a computer and assigned software; use a variety of medical equipment and instruments as assigned.

13. Perform related duties as assigned.
14. May be asked to transport a camper or stay in the Health Center overnight with a quarantined student.
15. Other duties/tasks, as assigned.

Knowledge & Skills:

Knowledge of:

1. Camp health services related to injuries and illnesses.
2. Institute policies, procedures and practices related to health issues, medical terminology and related activities.
3. Hygiene and health needs of Summer Program attendees.
4. Applicable sections of State Education Code and other applicable laws.
5. Summer Program organization, operations, policies, and objectives.
6. Telephone techniques and etiquette
7. Public health agencies and local health care resources
8. First Aid and age-appropriate CPR/defibrillator techniques.
9. Health and safety regulations.
10. Modern office practices, procedures and equipment.
11. Record-keeping techniques.
12. Correct English usage, grammar, spelling, punctuation and vocabulary.
13. Oral and written communication skills.
14. Interpersonal skills using tact, patience and courtesy.

Ability to:

1. Assess and provide first aid care to ill and injured students, faculty, and staff.
2. Assist individuals with specialized health care needs.
3. Prepare and maintain a variety of medical-related records, logs and files.
4. Understand and follow oral and written directions.
5. Meet schedules and time lines.
6. Plan and organize work.

7. Work with appropriate confidentiality with discretion.
8. Communicate effectively both orally and in writing.
9. Read, explain and follow rules, regulations, policies and procedures.
10. Apply appropriate care and procedures related to ill or injured students.
11. Perform clerical duties such as filing, typing, duplicating and maintaining records.
12. Operate computer and medical equipment as required.
13. Complete work with multiple and frequent interruptions
14. Comply with the school's customer service standards.

Educational/License Requirements:

Education / Experience:

- Graduated from an accredited nursing program.
- Minimum of one year of medical/clinical experience as a licensed Nurse.

License:

- Current valid CA State License as a Registered or Licensed Vocational Nurse
- Valid Advanced First Aid and BLS CPR Certificate issued by an authorized agency;
- CPR Certification must be renewed on/before expiration.
- Valid driver License and insurance.

Working Conditions:

Environment:

- Office environment with constant interruptions.

Physical Demands:

- Hearing and speaking to exchange information in person, via email and on the telephone.
- Seeing to assess student injuries or illnesses.
- Dexterity of hands and fingers to operate a computer keyboard and medical equipment,
- Perform first aid and CPR.
- Sitting or standing for extended periods of time.
- Walking, possibly on hilly terrain.
- Pushing or pulling to assist students in wheelchairs.

- Lifting and carrying moderately heavy children.
- Bending at the waist and lifting.

Hazards:

- Contact with blood and other body fluids.
- Potential for contact with blood-borne pathogens and communicable diseases.
- Chemicals including antiseptics and disinfectant.
- Biomedical wastes and hazards.
- Contact with potentially violent students.

Working Relationships:

- Ability to build and maintain positive working relationship and communications with young, seasonal student life staff and seasoned year-round professional staff, as well as parents, medical providers.