

# MISS PORTER'S SCHOOL

## COLGATE WELLNESS CENTER

### PER DIEM REGISTERED NURSE

**Title:** Registered Nurse

**Department:** Colgate Wellness Center

**Job Status:** Non-Exempt - Per Diem - academic year

**Reports to:** Director of Nursing

#### **Facility Information:**

The Colgate Wellness Center open hours with RN staff on-duty:

- Monday through Friday 7:30am-8:00pm
- Saturdays & Sundays 10am-3pm

On-Call Staffing:

- A Registered Nurse is scheduled to work on-call during all hours that the Colgate Wellness Center is closed.

#### **Per Diem Hours:**

Looking for an RN with weekend availability to work on-duty hours from 10a-3p and on-call hours during afternoons, evenings, and overnights, Friday, Saturday, and Sunday. Some weekday on-duty and on-call shifts may be available for a candidate looking for more hours.

#### **Duties and Responsibilities:**

- Provides patient care to students, adhering to facility protocols and policies, standing orders, and the professional standards of the American Nurses Association.
- Independently triages, evaluates, and treats illnesses and injuries and refers to Medical Providers (School MD or APRN) when appropriate.
- Administers prescribed and over-the-counter medication in accordance with facility medication policies, conducts daily medication counts, and documents all medication administration precisely in the electronic health record.
- Documents all care provided in the Electronic Health Record (Magnus Health) and properly maintains medical records and documentation.
- Works collaboratively with the Director of Nursing, Medical Director, APRN, Director and Assistant Director(s) of Counseling, and Athletic Trainer to coordinate care plans for students.
- Communicates with parents and school staff regarding student care plans as required and appropriate.
- Maintains confidentiality regarding the health information of students.
- Provides bedside care, including light meal preparation.

# MISS PORTER'S SCHOOL

## COLGATE WELLNESS CENTER

- Identifies and responds to campus health emergencies, calls 911 when appropriate, shares student's electronic health record with the receiving Emergency Room, and coordinates with the School Administrator on Duty regarding communication with employees and student family.
- When on-call the nurse is responsible for answering their telephone for the duration of their on-call shift and telephone triaging student health concerns.
- The on-call nurse will determine, over the phone, whether a student's health concern can be managed on campus by unlicensed campus employees or requires further in-person evaluation by a healthcare professional.
- While on-call the nurse will be expected to open the Health Center at any time during their on-call shift, to evaluate and treat student illness and injury when further in-person evaluation by a healthcare professional is required. The on-call Nurse should be prepared to arrive on campus within 15-20 minutes of determining that a student requires non-emergent nursing care.

### Qualifications:

- The Colgate Wellness Center is looking for nursing staff interested in working with a diverse student population and committed to providing culturally competent and identity-affirming healthcare.
- Licensed as a Registered Nurse in the State of Connecticut is required.
- Minimum required certifications: BLS certification
- Minimum of 2 years of nursing experience, preferably in a school setting, emergency department, or urgent care setting.
- Competent and comfortable using: electronic medical records, Google Suite applications (Google Sheets, Google Docs, Google Drive), Excel, email communication.
- Eagerness to participate in ongoing professional development, especially as it relates to school health topics and issues of concern for adolescents.
- Models appropriate behavior and a positive, resilient attitude for students.

The essential functions and basic skills have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Please send resume and cover letter and include Nurse in your subject line to: [careers@missporters.org](mailto:careers@missporters.org)