

### Evening Nurse (Part-Time)

**Title:** Evening Nurse Part-Time

**Department:** Colgate Wellness Center

**Job Status:** Part-time, academic year, including some weekends and evenings

**Reports to:** Director of Nursing

#### Position Summary:

The Evening Nurse supports the Colgate Wellness Center during the evening hours by providing safe and timely medication administration, tracking student medication compliance, and working as part of the healthcare team to provide routine and emergent nursing care to students. Additionally, the evening Nurse is tasked with ensuring operational readiness and regulatory compliance for the clinical team.

#### Shifts/Hours:

- Works when students are on campus (approximately 32 weeks/year).
- Sunday-Thursday 5p-10p (25 hours/week, part-time)
- Covers a minimum of one overnight on-call shift per week
- Provides weekend coverage once every 6 week cycle (minimum)

#### Essential Functions:

##### Medication Management

- Administer student's bedtime medications.
- Coordinate with House Directors and Faculty to ensure daily compliance with all prescribed medications.
- Receive pharmacy deliveries work via collaborative systems with the daytime Nursing staff to ensure continuity and accuracy of all student prescriptions.

##### Patient Care

- Provide routine and emergent nursing care to students in the Colgate Wellness Center.
- Independently triage, assess, and treat illnesses and injuries, referring to Medical Providers (School MD or APRN) when appropriate.
- Administer prescribed and over-the-counter medications in accordance with facility standing orders and medication policies.
- Provide bedside care, including light meal preparation for ill students.
- Document all care provided in the Electronic Health Record (August Schools) and maintain accurate medical records.

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- Maintain strict confidentiality regarding student health information.
- Identify and respond to campus health emergencies, call 911 when appropriate, and coordinate emergency care with campus administrators; coordinate with local hospitals as needed.

### Operational readiness and administrative support

- Facility Maintenance: Perform daily/weekly/monthly inspections of all facility equipment in compliance with state, federal, and local regulations.
- Infirmary care: Ensure all infirmary rooms are restocked, beds are made, laundry is processed, and the 8-bed infirmary physical plant is compliant and ready for use.
- Supply Inventory Management: Audit facility supplies and order inventory resupply as needed.
- Clerical: Answers the phone, manages email and tracks student evening attendance.
- Record Maintenance: Assist in auditing student health files for required Connecticut state immunizations and physical exam forms. Uploads records to the student electronic health record.

### Qualifications:

- Current Connecticut Registered Nurse (RN) license in good standing.
- Basic Life Support certification (Red Cross or American Heart Association).
- Proficiency with Electronic Health Records (EHR), Google Workspace, and Microsoft Office (Excel/Word).
- Highly organized, detail-oriented, and committed to a high level of compliance with all policies and procedure and regulatory oversight.
- Must have the ability to prioritize and effectively manage diverse tasks in a sometimes fast-paced environment.
- Possess good judgement, tact, sensitivity, and discretion in handling confidential materials, information, and situations.
- Displays the highest degree of ethical and professional behavior.
- Self-motivated and able to work independently with minimal direct supervision.
- Empathic individual with good active listening skills and self-awareness.
- Commitment to collaborative teamwork is important.
- Experience working with teenagers with a patient, non-judgmental attitude, and high level of professionalism.
- Emergency room or high volume urgent care experience is highly preferred.
- Past experience working with a pediatric or adolescent population

### Physical Requirements:

- Ability to remain stationary for periods of clerical work.
- Ability to move quickly through the Health Center or campus in the event of a medical emergency.
- Fine motor skills required for handling small medication dosages.

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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 submit your letter of interest and resume electronically (include job title in your subject line) to:

**[careers@missporters.org](mailto:careers@missporters.org)**