



PORTSMOUTH ABBEY SCHOOL

Title: Director of Medical Services
Department(s): Infirmary
Reports to: Assistant to Head of School for Operations
FLSA Status: Non-Exempt; Full-time school-year; Faculty

About Portsmouth Abbey School

Portsmouth Abbey School is a coeducational Catholic boarding and day school for students in grades 9 through 12. Founded in 1926 by the English Benedictine Congregation, the School is located on a 525-acre campus along Rhode Island's Narragansett Bay, less than 30 minutes south of Providence and 20 minutes from Newport. Portsmouth Abbey combines a classical education in the Catholic intellectual tradition with Benedictine values. With 350 students, the School believes that the love of learning leads to the desire for God, and that the quest for intellectual understanding propels students to the search for ultimate meaning. The School is known for encouraging students to engage passionately in academic and intellectual pursuits, innovative electives and extensive opportunities in athletics and the performing and visual arts as well as a commitment to service and a focus on things that matter. Students are inspired to become the next generation's leaders, stewards, innovators and problem solvers all the while grounded in Benedictine values of love of God and neighbor, humility, hospitality and a desire to serve the common good.

Job summary

The Director of Health Services manages all activities and operations of the Portsmouth Abbey School Infirmary during the school year (late August – early June). The Director is responsible for coordinating student health records and communicating with parents regarding student health needs during the summer months. The Infirmary operates 24 hours per day/ 7 days per week while school is in session, providing comprehensive healthcare services to 350 students. The Director has 24/7 accountability for Infirmary operations during the school year and works on-site Monday-Friday 8am-4pm and on-call during other hours. The Director is responsible for the development, implementation, and management of the school health program consistent with Rhode Island Department of Health guidelines and regulations governing school health and nursing. The Director works in collaboration with the registered nursing staff, school physician, and school psychologists in assessing, planning, implementing, and evaluating school health policies and student individualized healthcare plans. The Director is the supervisor for all nursing staff, oversees all health services delivered by the Infirmary, and provides direct patient care to Portsmouth Abbey School students. Additional responsibilities include participation on committees related to the health and safety needs of the Portsmouth Abbey School community (Student Progress Review Group, Emergency Response Team, COVID Committee, Travel Committee).



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Responsibilities

- Provide direct professional nursing services, first aid, illness, crisis intervention, inpatient observation, and emergency care to students per medical guidelines of Portsmouth Abbey School.
- Communicate and collaborate daily with registered nurses, school physician, school psychologists, parents, coaches, houseparents, faculty, and staff to coordinate students' health related needs.
- Perform on-site CLIA waived lab testing, coordinate outside lab testing, radiology referrals, and medical specialist appointments as needed.
- Oversee administration and documentation of prescribed and over-the-counter medications for students per written orders from medical providers and standing orders.
- Administer emergency care to students/staff/faculty and refer for emergency medical services as needed.
- Accept referrals and schedule all counseling appointments for students in coordination with the school psychologists.
- Manage scheduling and supervision of all infirmary staff, coordinate nursing team meetings, provide continuing education opportunities for nursing staff.
- Review, update, and maintain student health and immunization records in accordance with Rhode Island Department of Health regulations.
- Review, prepare, and update standing orders and medical policies with school physician annually.
- Serve as primary educational resource for health-related questions/issues for parents and students, providing ongoing health counseling as needed.
- Manage student dietary needs/food allergies in coordination with dining hall staff.
- Communicate with parents, students, faculty, and staff regarding school health policies and ensure policy compliance.
- Conduct annual faculty training for Epipen, emergencies, blood borne pathogens, and other health related topics as needed.
- Coordinate CPR training annually.
- Order supplies and monitor expiration dates and placement of emergency equipment throughout campus to include Epipens and AEDs. Manage



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inventory and order all over-the-counter medications, medical supplies, office equipment and supplies for the Infirmary.

- Maintain accurate, confidential individual student health records and function as administrator for online Magnus Health Student Medical Record software. Communicate with parents to establish Magnus Health accounts, troubleshoot issues, and interact with Magnus Health support/customer service as needed.
- Initiate baseline Impact concussion testing for all new students and coordinate post-injury testing as needed.
- Track monthly data to include student infirmary visits, vaccination administration, COVID testing, infectious disease prevalence, medication administration, school physician visits, and school psychologist visits.
- Submit bi-weekly payroll to business office for registered nurses paid on an hourly basis.
- Coordinate school health insurance plan with ISM/GeoBlue for international students ensuring that policies are in place for the school year.
- Coordinate annual Flu Vaccination Clinic, Vaccinate Before You Graduate Clinics, and other vaccinations as needed.
- Maintain professional membership in national and state school nurse organizations.
- Review, revise, and update all COVID related protocols re: testing, isolation/quarantine, and treatment in coordination with the Rhode Island Department of Health and school physician.

Skills and Competencies

- Valid license to practice as a Registered Nurse in the State of Rhode Island and meet continuing education requirements as established by the state board of nursing. Hold a minimum of a baccalaureate degree, with a master's degree in nursing or related field preferred.
- Minimum of 5 yrs. experience in nursing, school health, or related field with a preference for adolescent health. Minimum of 2 yrs. experience in management, supervision, and/or administration. Boarding school experience helpful, but not required.
- Current CPR certification.
- The ideal candidate will demonstrate a strong interest and commitment to working with adolescents, possess excellent interpersonal and organizational



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skills, demonstrate exceptional judgment, and strive to maintain a supportive team environment for nursing staff. The candidate will be able to work collaboratively with administrators, faculty, staff, and parents to enhance student wellness and achieve common goals.

Other Qualifications:

All prospective employees must be able to clear a background check.

Details of Faculty position:

Salary: Commensurate with experience and education
Full-time, school year

Offer contingent upon successful completion of a background check.

Benefits:

Pension (403b):	PAS contribution of 10%; employee contribution of 1%, after 2-year waiting period (waived with prior educational experience)
Health insurance:	United Healthcare; Waive, \$3,100 stipend
Dental insurance:	Delta Dental
Life insurance:	equal to one year's salary
Short-term disability (TDI):	paid by employee and administered by State of RI
Long-term disability:	90-day qualifying period; 60% of salary; \$7,500 maximum monthly benefit (conversion privilege)
AD&D:	per policy
Employee Assistance Program:	attached
Tuition remission:	100% tuition remission

Please send letter of interest and resume to:

Operations@portsmouthabbey.org

No phone calls please: www.portsmouthabbey.org

Position open until filled.