

# PARISH

## EPISCOPAL SCHOOL

---

WISDOM ▪ HONOR ▪ SERVICE

### SCHOOL NURSE PART-TIME – 3:30-6:00

Reports to: Director of Student Health Services  
Location: Lower Campus/Hillcrest and/or Upper Campus/Midway

#### **POSITION OBJECTIVE:**

To provide nursing services in the after-school program to students and staff members to maximize health and wellness in the school community. All duties are performed in accordance with the school's policies and procedures and state law regarding nurse practices.

#### **QUALIFYING CHARACTERISTICS:**

- Bachelor's Degree in Nursing or graduation from an accredited nursing program
- Current RN or LVN licensure in State of Texas
- Current First Aid and Cardiopulmonary Resuscitation program completion
- Experience in pediatric nursing and/or experience as a school nurse preferred
- Computer literacy and competency in use of existing technology required

#### **ESSENTIAL JOB DUTIES:**

- Provides medical care and services to students according to physician prescribed medical care and treatment orders. Creates and maintains documentation of all treatment and medical services activity.
- Follows confidentiality and privacy rules and regulations.
- Maintains and updates student medical records in Blackbaud/SNAP as needed.
- Confers with students, parents and faculty/staff regarding medical treatment.
- Administer daily and PRN (as needed) medications and nursing care procedures prescribed by the student's physician
- Monitors, provides assistance, and administers insulin to diabetics, as required. Provides other treatment as necessary.
- Responds to emergency medical situations; performs first aid as needed; coordinates with local emergency personnel and agencies as required.
- Collaborate with the Director of Student Health Services in all aspects and functions of the school clinic.
- Must meet the physical and mental requirements for the position.

The above description covers the most significant duties performed, but does not exclude assignments not mentioned.