



**Job Title:** Part-time Registered Nurse

**Department:** Health Office

**Position Overview:** Assess student health problems and needs, develop and implement nursing care plans and maintain student medical records.

**Employment Classification:** Part time, exempt

**Scheduled Days and Hours:** Weekends, or as needed

**Essential Job Functions:**

- Reflect the Mission of The Gow School to students, faculty and the community, and adhere to all company policies as listed in the Faculty and Employee Handbooks.
- Exhibit The Gow School's core beliefs, embodied in our Four Pillars of Kindness, Respect, Honesty and Hard Work.
- Record all medications given out on a daily basis.
- Prepare individual doses of medications as order and deliver to individual students as ordered.
- Pre-pack individual doses of medications for all off-campus trips/athletic events/extra-curricular activities and provide instructions to responsible teacher/coach.
- Perform drug testing as requested by the Dean of Student or Assistant Headmasters or teachers. Deliver said results to same in a confidential manner.
- Provide immediate care for injured/ill student or faculty/staff member.
- Determine seriousness of illness/ injury and whether further treatment (on or off campus) is needed. Manage/arrange transportation if further treatment is needed.
- Communicate with parents regarding illness, injury, plan for care and necessary follow up.
- Monitor and treat student with known chronic conditions. Assess trends of complaints to determine if there is an underlying chronic condition.
- Serve as a resource for faculty/staff in regards to health information, discerning reliable sources and where to go for assistance.

**Required knowledge, skills and abilities:** Clinical and nursing skills, administering medication, physiological knowledge, exhibit a high level of confidentiality, must be able to identify and resolve problems in a timely manner.

**Qualifications:** License in registered professional nursing. Certification in CPR/First Aid.

**Physical Demands:** Moderate to no strenuous activity.

**Work Environment:** Office noise level in the work environment is usually moderate.