POSITION DESCRIPTION

JOB TITLE: Registered Nurse

DEPARTMENT: Martin Health Center

REPORTS TO: Director of Nursing

SALARY RANGE: Salary Commensurate with Experience

POSITION / FTE: Per Diem

Position Requirements:

The duties and responsibilities of a Registered Nurse include, but are not limited to:

- Adhere to all Health Center protocols as set by the Director of the Martin Health Center and/or the Director of Nursing.
- Maintain and inventory controlled medications at beginning and end of shift.
- Medication Nurse: Dispense medications to students as per MD orders.
- Monitor and provide care to patients continuously throughout the shift including checking vital signs as appropriate per Health Center protocols and MD orders.
- Must adhere to the Martin Health Center nursing protocols as set by the Director of the Martin Health Center and/or the Director of Nursing.
- Provide care, give meds/treatments as ordered, provide meals for inpatients as allowed by their dietary regime.
- Assess students in clinic and provide care required related to complaints and symptoms; refer to MD as needed. Admit student if necessary following admission criteria guidelines. Orient inpatients to the Health Center.
- Log clinic visits, day room admissions and discharges in Veracross system.
- Provide emergent care to students, faculty, and staff as outlined in nursing protocol book, using nursing assessment skills. Nurses need to be physically able to respond to any emergency within the Health Center and outside the Health Center on the Taft campus.
- Collaborate and communicate with other members of the school health team (MDs, Director of Health Center, Director of Nursing, School Counselors, Athletic Trainers, Psychologists, Dentists, etc.) and Taft community to provide well planned patient care.
- Properly maintain appropriate medical records. Observe, evaluate, and document all nursing care to all students, faculty, and staff seen.
- Check health center e-mails and voice mails and respond as needed.
- Check stock of supplies and expiration dates and list needed supplies for nurse in charge of supplies. Stock clinic rooms as needed.
- Order students’ medication as needed, accept medication deliveries from the pharmacy, and complete medication sheets for all medications received from the pharmacy.
- Make appointments for students as needed and enter into computer.
- Arrange transportation for students’ medically related appointments. Provide ride slips to the Business Office weekly for billing.
- General housekeeping duties in the infirmary including changing linens, cleaning kitchen, fill/run/empty dishwasher and empty filled trash cans or trash containing food items.
- Communicate with and report on infirmary activity to next shift nurse.

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Assist the Director of the Health Center and the Director of Nursing with other tasks as needed.
Must maintain confidentiality of all health and student records and information and follow all HIPAA rules and regulations regarding medical records.

Minimum Desired Qualifications:

- Registered Nurse (R.N.) degree.
- Connecticut State License.
- Current CPR and AED certification.
- 3 years of skilled nursing experience preferably in adolescent medicine.
- Proficiency with the Microsoft Office Suite, Veracross and the internet.
- Ability to communicate effectively with students, parents, faculty, staff and other healthcare professionals.
- The ability to multi-task in a dynamic and changing environment.
- Position requires confidentiality, attention to detail and discretion.

Application:
Candidates for this position should email a PDF copy of their resume to: HumanResources@TaftSchool.org

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