



Nurse

PREAMBLE

Boston College High School is a Catholic, Jesuit, independent school serving approximately 1400 young men across grades 7-12 from various communities across Massachusetts. Founded in 1863, Boston College High School continues its commitment to an authentic formation of the head, heart, and hands within the parameters of the Characteristics of Jesuit Education, the Ignatian Pedagogical Paradigm, the BC High Mission Statement, and the strategic plan.

ROLE PURPOSE

The nurse attends to the medical needs of the student population, grades 7-12, during the school day. They serve as liaison to the Department of Public Health, community and government agencies and maintain HIPAA privacy and documentation. They advise the school on health issues, DPH Regulations and immunizations. The position reports to the Vice-Principal of Student Life.

ESSENTIAL JOB FUNCTIONS

- Develops and maintains a confidential health record for each student.
- Communicates with parents of newly entering students to obtain required health data.
- Maintains a paper health record and enters a computerized record for each student which includes immunizations, physical exams, doctor's orders and letters, screenings and parent notes.
- Obtains and maintains health history, physical exam, immunization documentation on enrolled international students.
- Enters all scheduled and PRN medication orders, yearly, into the School Health Software: SNAP health record.
- Transfers records to schools in event of student withdrawal.
- Reports cases of suspected abuse by filing a 51A.
- Evaluates and maintains health records and immunizations for visiting international students and collaborates with the Hyde Center to bring the students into compliance according to DPH Regulations.
- Provides episodic and planned care.
- Obtains and reviews past medical history and health records for each student in grades 7-12.
- Develops, implements and notifies personnel of care of student with individual health concerns as indicated in an individualized health care plan.
- Manages protocols for students with chronic health problems, including assessment, the administration of medication and evaluation of outcomes.
- Assists students in need and their families with ordering eyeglasses.
- Ongoing communication with parents and medical providers to obtain medication/treatment orders.
- Act as a liaison between students, parents, school personnel, and outside health agencies.
- Provides referral to health resources for students, parents, and school personnel as needed.

- When a student reports to the health office the nurse: evaluates the student's chief and underlying complaint, provides confidential care and privacy for each student, observes, assesses, and identifies any abnormal findings of the student with the complaint. Determines and provides interventions and care as indicated. Determines if student remains in school/returns to class or dismissed. Determines if emergency care is needed after assessment. Communicates with parents/guardians as indicated.
- Records and maintains daily office visits and records utilizing SNAP software.
- Documents each encounter with students.
- Administers and documents daily and PRN medications.
- Provides students with written pass to return to class after visit to health office.
- Reviews and reports data on yearly activity in the health office.
- Updates the SNAP database each June using the promote functions.
- Inputs demographics data for new students in June each year and during the year as needed.
- Collaborates and consults with school physician.
- Authors standing medication orders for over-the-counter medications which are reviewed and co-signed by the school physician yearly.
- Obtains school physician orders/signature for school based automated electronic defibrillator (AED).
- Communicates with school physician for questions regarding student medical issues as needed.
- Collaborates with school physician, athletic trainer, parents, students, teachers, staff and providers regarding athletes and students with concussions and or sports injuries.
- Consults with Athletics and the school physician with questions regarding student health issues which may impact sports participation.
- Assesses student's individual risk and incidence of concussion using health history.
- Communicates with parents, faculty, guidance, school physician, specialists, and primary care providers of students with suspected or confirmed head injuries/concussions.
- Communicates with the BCH Licensed Athletic Trainer regarding student with head injuries/concussions.
- Meets with students daily, or as indicated, to discuss symptoms, academic issues and plans for students with head injuries/concussions.
- Educates students, parents, faculty/staff regarding post-concussion care and individual student plans.
- Manages head injury/concussion protocol with BCH Licensed Athletic Trainer and School Neuropsychologist Consultant.
- Consults ImPACT testing as needed.
- Maintains a current roster of students with head injuries/concussions, keeps Athletics updated of student-athletes with head injuries/concussions.
- Communicates with coaches as needed about sports injuries, concussions and medical issues affecting sports participation.
- Manages state department of public health regulations.
- Coordinates mandated yearly screenings, CPR classes for students and adults, sends referral letters to parents, evaluates immunizations, current physicals and health history forms.
- Communicates with parents, PCP and Administration about students not in compliance with vaccine requirements.
- Assists in control of communicable diseases through preventative immunization programs, early detection, surveillance and reporting.
- Provides health information to assist students and families in making health related decisions.
- Educates students to improve their health and become advocates for their own health.
- Serves as a health resource to school community.
- Assists in development and implementation of health objectives, goals, and policies.
- Provides education, mentoring and leadership for students.
- Maintains a safe and healthy environment. Communicates with faculty and staff to ensure a safe environment for students with life threatening allergies.

- Maintains professional standards consistent with the Massachusetts Nurse Practice Act.
- Manages the financial budget and planning for the Health Office.
- Manages school concerns as they relate to the school community.
- Attends school functions as needed.
- Manages yearly flu shot clinic for faculty and staff.
- Manages yearly student CPR class.
- Manages staff and student protocols during public health emergencies.
- Maintains stationary AEDs on campus.

OTHER DUTIES AND RESPONSIBILITIES

- Other duties as assigned.

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES

- Current Massachusetts RN license.
- Bachelor's degree in nursing or related discipline required.
- CPR certified.
- Minimum 5 years of nurse experience required.
- Familiarity with School Health Software: SNAP, preferred.
- A proven record of strong communication and effective collaboration skills are essential.

WORKING CONDITIONS / PHYSICAL DEMANDS

- Available 8:00am-3:30pm.
- Normal office environment, some lifting.