

NANSEMOND - SUFFOLK ACADEMY

POSITION TITLE:	School Nurse – Main Campus and Harbour View campus
DEPARTMENT:	Clinic
REPORTS TO:	Director of Finance & Accounting
FLSA:	Full-time, Exempt
TERM:	10 Months

School Overview:

Nansemond-Suffolk Academy is an independent coeducational, college preparatory day school serving grades Pre-Kindergarten (including 2 year olds) through 12. The school has a current enrollment of approximately 900 students and 165 employees located on two campuses in Suffolk, Virginia. Nansemond-Suffolk Academy is accredited by the Virginia Association of Independent Schools.

Job Summary:

Under the supervision of the Director of Finance and Accounting, the school nurse will assess the health needs of students and provide appropriate care for ill, injured and/or students with chronic medical conditions on our campuses. The school nurse also enhances the educational process by the modification or removal of health-related barriers to learning by promoting an optimal level of wellness for all students.

Essential Functions as School Nurse:

- Maintain student health records, reviews records of entering students for immunizations, ensures all components of School Health Entrance Requirement are complete, notes health conditions documented on forms, and keeps emergency information up to date;
- Acquire yearly physician's orders and emergency medications for students diagnosed with Type 1 Diabetes (T1D), severe allergies, asthma, and seizure disorder;
- Prepare and maintain individualized emergency medication packets and keeps emergency information and medications up to date;
- Implement individual health care plans (IHPs) for students with chronic health concerns to best meet the needs/accommodation requirements of these students;
- Orient the staff and teach specific medical procedures for the evaluation and maintenance of medically involved students in the classroom;
- Assist sick or injured students and staff based on nursing assessment and best medical practice;
- Respond to emergency medical situations providing necessary medical intervention and coordinating immediate response and follow-up care;
- Administer daily prescribed medications in accordance with physician's orders;
- Administer over-the-counter (OTCs) and "as-needed" or PRN treatments with parent permission and utilizing age-specific standards for the purpose of providing quality care to students;
- Monitor students referred for illness and/or injury by an athletic trainer and/or a licensed medical professional to attend to their immediate health concerns;
- Maintain students' confidential files and cumulative health and immunization records for the purpose of providing information required by legal requirements and professional standards;
- Assist in developing and implementing school-wide health policies and procedures that also include the Virginia Department of Education regulations as they apply to Extended Day, Pre-Kindergarten, and Summer Camp Programs;
- Maintain appropriate standards from Occupational Safety and Health Administration (OSHA) regarding contact with, and possible exposure to, bloodborne pathogens and other potentially infectious body materials within school and employment setting;
- Provide medical supplies (i.e. first aid kits, specific student medications, emergency medical information) needed to accompany certified Emergency and/or Medication Administration Training (EMAT/MAT) personnel on off-campus school activities;
- Ensure compliance with all laws, including the Health Insurance Portability and Accountability Act (HIPPA) & the Family Educational Rights and Privacy Act (FERPA), to protect the confidentiality of medical information and obtain written consent of parent/guardian to share information;
- Provide medical information on health topics per request or when needed for families and teachers;
- Manage outbreaks of infectious illnesses by utilizing knowledge of infectious illness processes with input from physicians and the health department to determine criteria for school exclusion;

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- Conduct ongoing school health assessment is a systematic collection, review and analysis of information about school health-related policies and programs for the purpose of improving students' health and educational outcomes that address student and staff health; and
- The School Nurse will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Finance and Accounting.

Required Education/Background:

- Bachelor of Science degree in Nursing;
- Valid Registered Nursing License (RN) in the Commonwealth of Virginia and in good standing with the Virginia Board of Nursing; and current Adult and Child CPR/AED certification;
- Strong nursing experience in pediatric, child and adolescent health and/or community health; recent school nursing experience in a school setting preferred.

Core Competencies/Skill Requirements:

- Excellent role model and communicator with the ability to interact comfortably with students of different ages, from Pre-Kindergarten to Upper School, is important. Not only will the School Nurse be in constant communication with children of varying age levels, but will also need to effectively communicate with parents, as well as teachers and administrators, about what could be uncomfortable situations and/or health-related concerns;
- Actively engage in professional training and continuing education to stay abreast of current medical news and best practices to enhance knowledge and provide excellent care for students;
- Excellent interpersonal skills with the ability to build strong and lasting relationships within the school community;
- Excellent oral, written communication, and public relations skills demonstrating sound judgment;
- Excellent organizational skills; handle multiple assignments simultaneously;
- Excellent problem-solving skills and demonstrates clerical proficiency;
- Understand and respect the confidentiality of information associated with HIPPA/FERPA regulations;
- Professional in appearance;
- Possesses a strong work ethic with the ability to be flexible and adaptable to changing environments;
- Proficient with the use of technology, including Microsoft Office and Google Educational Apps; Blackbaud experience preferred;
- Perform duties typically in a school setting to include: school clinic, offices, gymnasium, cafetorium, playground areas, and classrooms. Frequent walking, stooping, standing, lifting, up to approximately 20 pounds and occasional lifting of equipment and/or materials weighing up to 40 pounds. Moving students and/or staff with assistive equipment may be necessary.

Nansemond-Suffolk Academy offers a competitive salary, health, retirement, disability and life insurance benefits. Qualified applicants shall submit a completed NSA employment application (form posted online), resume with references and a cover letter explaining their interest in and qualifications for this position to Angie Thompson, director of finance and accounting, at athompson@nsacademy.org, for further consideration. Salary commensurate with experience.

At Nansemond-Suffolk Academy, students are engaged in personal growth, inspired to discover their passion and empowered to make a difference in the world.