



Meeting Street

JOB VACANCY NOTICE

POSTED: 1/6/12

Job Title: Nurse Supervisor	Program: School
Supervisor: Jane Tobin / Susan Stambler	Working Hours: 40
Position Supervised (if any): RN, LPN (School, BF)	Job # 300071

Critical features of this job are described below. They are subject to change at any time as duties, tasks and functions are assigned or re-assigned by management.

1. Summary Of Main Duties: Maintain the health and well being of the students in The Grace School, The Carter School, and Bright Futures during school hours by planning and implementing general and individualized health services and by responding to emergency situations throughout the agency.

2. Job Duties:

1. Develops and monitors each child’s school health record and upkeep of immunization records required by law.
2. Performs multiple health screens and skilled nursing procedures necessary during the school day. These include but are not limited to medication administration, G-Tube feedings, catheterizations, respiratory treatments, dialysis, dressing changes, wound care, trach care and suctioning.
3. Conducts nursing assessments and medication and treatment reviews in order to identify health needs and potential problems.
4. Documents all nursing care and changes that may result from health problems.
5. Keeps parents and teachers informed of any health concerns or changes in the medical status of the child.
6. Meets with parents of new students to develop health care plans that reflect the individuality of the child’s medical / nursing needs and the unique nature of each child’s disability.
7. Coordinate case review process with Medical Director
8. Communicates frequently with parents and physicians to promote continuity of care.
9. Administers selected immunizations and health services to employees.
10. Acts as consultant to staff and administration on health, medical, and safety issues.
11. Provides in-services on medical issues for school staff as needed.
12. 12) Uses universal precautions to minimize transference of contagious disease monitors and orients staff regarding hygiene practices and programs.
13. Hires and clinically orients, supervises, and evaluates other School and Bright Futures nurses to ensure that practice standards are met
14. Performs other duties as assigned or required

3. Professional Standards, Experience, Training and/or Education Needed:

A. SKILLS

- Competent and independent technical-clinical nursing skills in place.
- Physical assessment skills.
- Flexible and organized

B. PROFESSIONAL AND LEGAL STANDARDS

- Licensed Registered Nurse in Rhode Island.
- Use and disclose PHI only as authorized, as necessary to carry out job duties
- Complete privacy and security training
- Report suspected violations including those of a business associate
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C. EXPERIENCE

- Strong pediatric background with previous employment in a clinical setting very strongly preferred.
- Experience working with children and adolescents with disabilities preferred.
- 3 years of supervisory experience

D. TRAINING AND EDUCATION

- Licensed R.N. in Rhode Island
- School / Nurse Teacher Certification preferred

*For a copy of the job description, job vacancy application, or other inquiries contact
Doris Brissette Ext. 280*

Application Deadline:

To apply for this position, please submit a completed Job Vacancy Application to:

Forward Resume to: (Please refer to job # **300071** when applying)

Doris M. Brissette Human Resources Manager

Meeting Street 1000 Eddy Street, Providence, RI 02905

Tel: 401-533-9280, Fax 401-533-9101 or email: resumes@meetingstreet.org