



## Overnight School Nurse

Lake Forest Academy currently seeks two overnight nurses for two to three nights per week from 7PM to 7AM. This position is temporary through November 25, 2020 and not eligible for benefits.

The overnight nurse is held responsible to assess, identify and treat health disorders among students and provide instruction in the maintenance of good health, wellness and disease prevention. The nurse must evaluate the physical conditions of students and refer students to appropriate resources as needed. Decisions made by this employee require discretionary judgment and analysis.

### Primary responsibilities include:

- Demonstrate clinical competency in nursing practice: Recognize changes in student's physical and mental condition and take appropriate action. Adapt nursing care interventions to the student's physical condition, emotional status, and developmental achievement.
- Implements new policies regarding infection prevention and best practice principles for all LFA community members in collaboration with an outside infection control consultant and the Associate Head of School
- Provide guidance and assessment for medical issues which arise outside of school hours, including in the middle of the night.
- Provide overnight care for boarding students who are ill, as needed.
- Provides assessments and manages acute, episodic illnesses and helps manage students with chronic illnesses, with emphasis in health promotion and disease prevention and works collaboratively with the Associate Head of School
- Adheres to written protocols regarding medical management of patients outside of school hours.
- Identifies health and safety risk factors associated with a school environment which may impact illnesses
- Maintain confidential records, HIPAA compliance, student insurance information, health findings, and other relevant health data
- Comply with federal, state and local health regulations
- Maintain Electronic Medical Records through Magnus
- Review all medical records, identify health issues and communicate with appropriate personnel/prior to and throughout the academic year
- Make referrals for students to outside health care providers, dentists, eye care etc.
- Assess, plan, evaluate and follow up on nursing care given on campus
- Decide what medication needs to be administered in light of a student's symptoms and their parents wishes stated in Magnus
- Provide verbal, written and internet health education
- Provide emotional support as needed and refer students to the counselors when appropriate
- Treat life threatening allergic reactions
- Administration of daily prescription medications, including psychotropics and controlled substances
- Ensure that prescription medications are available for students by coordinating with the family or pharmacy
- Coordinate doctor's appointments for students according to their school schedules.
- Provide care and comfort to students in the infirmaries and keep parents apprised as necessary
- Assist with employee workplace accidents/injuries as needed and report to HR
- Participate in registration of all students student at summer school, pre-season and start of school
- Maintain paper file system for summer school students
- Schedule immunization for students who are not compliant
- Provide education to faculty as needed ie., Narcan and Epipen use
- Work closely with Purchasing Director to negotiate vendor agreements



- Order medical and food supplies used for students and dorm kits, as well as linens for the infirmaries
- Provide nightly reports to ensure continuity of care
- Communication with medical offices, families, faculty and staff
- Maintain RN licensure, CPR certification and other professional development as recommended by Lake Forest Academy and NASN/IASN
- Other duties as assigned

### **Qualifications:**

- The overnight nurse must have an active license as a registered nurse
- A minimum of a baccalaureate degree in nursing from an accredited college or university
- Certification from the National Board of Certification of School Nurses is preferred
- Computer literacy with electronic health record databases such as Magnus, Google Suite and Microsoft Office applications, email, internet/web resources
- Able to handle managing multiple priorities, and the ability to change course when unanticipated events arise

### **Physical Demands:**

- Must be willing to work with students who could potentially be infected with COVID-19
- Must be able to work 12-hour shifts on a normal basis
- Must be able to navigate a multi-building campus in all weather conditions
- Must be able to read, write and verbally communicate to employees, students, parents and medical professionals
- Must be able to lift up to 50lbs as needed
- Must be able to bend, kneel, squat, reach, lift and stand for long periods of time

Founded in 1857, Lake Forest Academy is a coed, boarding school serving 430 academically bright and motivated students in grades 9 to 12 from across the globe. The Academy offers a rigorous curriculum focused on academic excellence and characterized by small classes and close faculty/student interaction. The school's mission of educational excellence is founded on the four pillars of character, scholarship, citizenship, and responsibility. The LFA community places students at the center of their own learning and provides the support needed to develop confidence and strong values. Please visit our website <http://www.lfanet.org/> for more information about us.

### **Limitations and Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employment at Lake Forest Academy is "at-will," which mean either you or Lake Forest Academy may terminate the employment relationship at any time and for any reason without prior notice.

In accordance with Lake Forest Academy's policies and state and federal law, receipt of this position is contingent upon the individual's successful completion of all requirements to establish the legal right to work in the United States, as well as a background check. In the event Lake Forest Academy has not received a complete background check prior to the first day of employment, employment will be on a temporary basis until such results are successfully completed.

### **Non-discrimination Policy:**



Lake Forest Academy is an equal opportunity employer and makes employment decisions on the basis of merit. This means Lake Forest Academy will not discriminate against any employee or applicant based on race, religion, color, sex (including gender, gender identity, gender expression, transgender, transitioned, transitioning or perceived to be transitioning), sexual orientation (including heterosexuality, homosexuality, and bisexuality), marital status, domestic partner status, pregnancy and breastfeeding, age, national origin, ancestry, citizenship status, physical or mental disability, medical condition, genetic characteristics or information, military and veteran status, or any other status protected by federal, state or local laws.

Lake Forest Academy reasonably accommodates employees and/or applicants with disabilities, provided the individual is otherwise qualified to perform the essential functions of the job. If you believe that you need a reasonable accommodation, you must inform Lake Forest Academy's Director of Business Services & Human Resources.