

THE PROVINCE OF ST. JOSEPH OF THE CAPUCHIN ORDER  
ST. LAWRENCE SEMINARY  
**SCHOOL NURSE**

Reports To: Director of School  
Date: 5/24

Department: Student Health  
FLSA: Exempt

**POSITION SUMMARY**

The School Nurse, ideally is a Registered Nurse with a Bachelor's degree in Nursing who is accountable to the Director of School at St. Lawrence Seminary. LPNs and CNAs may also be considered. The School Nurse works under the general supervision of the School Health Director through the use of written policies and protocols. Supervisory responsibilities involve any licensed or unlicensed personnel working directly with the Student Health Department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Work with the Director of School to facilitate and coordinate the health of St. Lawrence Seminary students. Duties and responsibilities include:

- Ensure complete health and immunization records of new students in keeping with Wisconsin law.
- Coordinate and administer prescription and over-the-counter medications according to policy, protocol, and safety.
- Perform any treatments ordered by physician, such as wound care, etc.
- Communicate with parents, students' illnesses and injuries requiring medical care and other concerns as needed.
- Develop and implement policies, protocols, and procedures for the Student Health Department.
- Coordinate and collaborate with Seminary's student health insurance provider, and Seminary's Business Office, in the verification of coverage and/or enrollment into the insurance plans offered through the Seminary.
- Review, assess, record student insurance explanation of benefit statements and process as needed.
- Oversee, communicate, as needed, special circumstances for individual students – ie. allergens.
- Coordinate with Dorm Supervisors, faculty, and coaches regarding care of injured or ill students, medication administration, and supplies needed for health care.
- Delegate, according to policy, medication administration to unlicensed personnel in RN's absence.
- Coordinate biannual AED and CPR training for staff.
- Transport students to the majority of medical appointments. Coordinate transportation for those appointments where RN is unable to drive due to other responsibilities or time conflicts.
- Communicate to Rector, Director of School, Dean of Students, Dean of Studies and Receptionist any students that are "off the hill" for medical or dental appointments.
- Coordinate with and communicate to Public Health Nurse any reportable communicable diseases, immunization statistics, and screening data, as needed.
- Educate students and staff on general health principles and standard precautions.
- Screen students for height, weight, blood pressure, pulse and vision at the start of each school year.
- Track data of screenings, communicable illnesses and serious injuries on a monthly basis and includes data in year-end report to Rector and Director of School.
- Work with Director of Operations to develop yearly budget, and works within that budget.
- Other duties as assigned by Rector/President and/or Director of School.

#### KNOWLEDGE, SKILLS AND ABILITIES

- Excellent interpersonal skills.
- Excellent verbal and written communication skills.
- Ability to work independently and with a team.
- Ability to prioritize and organize multiple projects simultaneously.
- Computer Skills: Microsoft Office Suite.
- Valid Wisconsin Drivers License

#### EDUCATION, TRAINING AND EXPERIENCE

- Bachelor degree in Nursing.
- Registered as a nurse with the State of Wisconsin. Current licensure required.
- Or Licensed Practical Nurse (LPN) with the State of Wisconsin. Current licensure required.

#### WORKING CONDITIONS

- Maintain a clean safe work environment.
- Work a flexible schedule including being available for on-call situations.
- The physical demands of this job include; occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant finger dexterity.
- Local travel may be required.

#### APPROVED BY:

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Department Director/Date

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Human Resources Director/Date

#### Job Description Review:

I have read, understand and will comply with the job description for the position of School Nurse. I further understand I may be required to perform job-related duties not outlined in the job description. The above is intended to describe the general nature and level of work performed by people assigned to this position. It is not intended as an exhaustive statement of duties, responsibilities or qualifications. The most recently dated job description on file in Human Resources Department will be considered the official job description.

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Employee Signature/Date