



Care Center and School Nurse Job Description

General description of the position:

To provide pastoral care in our Care Center which is designed to provide isolated and individualized care to students. Students may be isolated as a precaution or as a matter of routine aligned with COVID-19 prevention; the students in the isolation center may be sick though typically not severely ill.

A school nurse who primarily works on the weekend who is responsible for both a daily clinic on Saturday and Sunday and also on call for both consultations and emergencies.

Note: Because of the uncertainty of COVID-19 and the effect on our school structure, this job description serves as a template for this position. If required anything in this job description could be amended before this position starts or during the school year.

Contract duration:

This contract will be from 15 Aug 2020 until 15 December 2020. Based on the enrollment and the needs of the school it could possibly continue for the second semester. This will be determined in November 2020.

Reports to:

Health Centre Director and Dean of students

Salary and benefits:

- 4000 chf / month salary
- 1000 chf / month room and board stipend
 - This is paid directly to the school for the rent of the apartment.
 - All meals are provided in the school cafeteria
- 1500 chf one time traveling allowance
- 210 chf / month insurance stipend
- Furnished 1-bedroom apartment in the Care Center building

Actual Hours to be worked during term-time:

Friday

16.00 - 23.00 coverage in the Care Center and nurse on call.

Saturday & Sunday

10.00 - 10.30 First round in the care center and coordination of meals.

11.30 - 12.30 Weekend clinic

12.00 - 23.00 Coverage in care center and on call.

Monday

8.00 Responsibility ends and hand over of on call responsibility to the weekday nurse.



10.00 Weekly meeting with the health center team.

12.00 Work ends until Friday

Professional qualifications:

- Bachelor's Degree in Nursing/Professional nursing qualification
- Boarding School or school nursing experience preferred
- Basic French minimum
- Valid Driving Licence
- EU passport

Personal qualifications:

- To use leadership, organizational, communication and professional skills to perform outlined professional responsibilities
- Demonstrates a flexible approach and is able to work alone and as part of a team

Pastoral care responsibilities:

- Providing students with guidance as they are isolated to ensure both physical and emotional well being.
- Liaisoning with the academic department to ensure students are following their course of studies.
- Being available to talk privately and confidentially with any students
- Reporting any concerns to the Dean of students office or the child protection officer.
- Ensuring communication is kept open with all members of the boarding and teaching staff.
- Communicate with parents to keep them updated on any health issues of their child.

Professional Responsibilities:

Nursing

- Provide primary healthcare for students. This includes assessing symptoms, treating illnesses when within the scope of nursing practice, delivering an appropriate plan of care and referring students to outside providers when needed.
- Organise and run health centre rounds/clinics according to the weekend schedule.
- Provide Nurse On Call coverage according to schedule, which means that any call to the NOC phone is answered immediately and as needed the nurse is able to go to any location at school.
- Interface as needed with local healthcare professionals to provide comprehensive health care to students.
- Maintain confidential health records and ensure accurate and up to date record keeping in PowerSchool, Boarding ware and Magnus Health databases.
- Administer prescription and non-prescription medications appropriately to students.
- Send communication as soon as possible to parents via email or telephone call when a student is injured, ill or there is another particular concern that they should be aware of.



- Refer students to counselors, when deemed necessary, for emotional or behavioral concerns, and communicate regularly with counselors if there is a correlation between students who are constantly sick and unable/unwilling to go to class.
- Ensures the Care Centre is adequately stocked with medication and other supplies as needed.
- Provides health advice and training to Care Centre staff as needed.
- Ensuring current OFSP guidelines and recommendations regarding COVID-19 are maintained.
- Undertakes final health assessment and determines when the student is fit to return to their dorm and classes. Collaborates with Care Centre duty staff and dorm staff regarding transport and transfer of students.

Overall Expectations

- Operate in a professional manner and communicate effectively with residential staff, supervisors, parents, and students.
- Use evidence based practice to develop and maintain a high quality of nursing care to students.
- Set high goals/standards of performance, actively participate in events and take action beyond explicit job responsibilities.
- Perform job autonomously and display ability to follow through with responsibilities independently, adhering to health center policies and procedures.
- Maintain student confidentiality in accordance with the licensee's governing body, maintaining student privacy whenever possible.
- Participate in the formal evaluation process.
- Be available for any additional duties as needed in the event of a crisis situation as defined by the Head of School.