



School Nurse Job Description

Goals

- Model the LAS Mission Statement - *Developing innovative, compassionate, responsible citizens of the world.*
- Organize safe and engaging activities that promote student-centered individualized learning, internationalism and mutual respect, and high academic and personal standards.
- Model positive approaches to learning through displaying cultural sensitivity, maintaining collegial relationships, and participating in processes for reflective professional development.

Qualifications

- 5 years of experience as a licensed nurse, including work in a clinic or hospital setting. School nurse experience is preferable.
- Professional training and certification including valid nursing license in Switzerland, U.S. or country of origin
- Current BLS (Basic Life Support) Certification or its equivalent
- Computer proficiency, highly organized, task-oriented, excellent communication skills
- Driving License required
- Boarding school experience or equivalent preferred
- International teaching or working experience preferred
- Fluent in written and spoken English, and ability to communicate in French preferred

Reports to

- Lead Nurse
- Dean of Residential Life

Expectations and Responsibilities

- Provide primary health care for students, including the assessment and treatment of minor injuries and illnesses.
- Ability to triage illness and injury, recognizing signs that may indicate more serious problems.
- Interface as needed with local healthcare professionals and the pharmacy to provide health care support to students. Includes ability to recognize the limits of nursing practice and refer students to the appropriate level of care.
- Provide preventative health care and related education.
- Conduct health clinics at both BEC and Savoy campuses.
- Perform rounds to see students in the dormitories who are too ill to attend clinic, as well as rounds on ill students in quarantine for Covid-19.



- Perform functions related to 'nurse on call' responsibilities.
- Administer appropriate over the counter medications to students when needed.
- Manage and dispense prescription medication to students, including those on daily controlled medications.
- Assist the school doctor with weekly clinics on campus.
- Assist with the arrangement of off-campus health-related appointments and serve as liaison to off-campus treatments and communications to parents.
- Drive students to local appointments, in Leysin, when needed.
- Collaborate with the other nurses to ensure prompt and thorough responses to all communications received to the health center email group.
- Prepare, distribute, and restock first aid supplies for dorms, trips, and excursions.
- Collect lab specimens and dispatch for testing as required, including blood or urine samples, on some occasions. This also includes collecting nasopharyngeal swabs for Covid RT-PCR testing and nasal swabs for Covid-19 rapid antigen testing, in collaboration with the local doctor's office.
- Assist leadership team with contact tracing and management of students in quarantine for Covid-19, when needed.
- Attend faculty, campus, residential, and departmental meetings when pertinent to the health center. This may include presenting staff education seminars on various subjects.
- Fulfill other professional duties as outlined in the Faculty Handbook.
- Maintain professional conduct with regard to health records, confidentiality, and communications.
- Communicate effectively with parents, students, and staff.
- Perform other duties as outlined by the Lead Nurse or Director of Residential of Life.

Contact

Please send a CV and cover letter, along with contact details for 3 references (one of whom is the current Head of School/Principal) to employment@las.ch.