



The  
Learning  
Tree

Helping Children Learn and Grow

## **Weekend Nurse**

### **Essential Duties and Responsibilities shall include but is not limited to the following:**

- Maintain student medical records, including setting up files for all new students and accurately documenting all medical care ordered and provided
- Ensure each student receives annual physical and dental exam, in addition to hearing and vision screening
- Request consultations with physicians and other appropriate health care providers to seek services and referrals as may be indicated
- Review all physician consults, reports, and referrals
- Provide and/or schedule all follow up services recommended by medical professionals
- Accompany students to medical appointments when necessary
- Ensure medical service providers complete consultation forms needed for each office visit
- Prepare medical visit summary forms to document the outcome of each medical visit in a timely fashion
- Provide direct nursing service to students to ensure the maintenance of appropriate health care standards
- Monitor student health status and seek medical service as needed
- Assess and document weight and blood pressure on minimally monthly basis
- Oversee ordering and inventory of medications
- Oversee administration of medications and staff training related to medication administration
- Ensure documentation of administered medications
- Ensure storage of medications in compliance with applicable standards
- Ensure reports and correct responses are made to medication errors
- Participate in staff training for monitoring side effects of medications, seizure response, universal precautions, and infection control procedures
- Communicate information about student health changes and health related needs to staff and parents
- Communicate with Coordinator of Instructional Supports about upcoming psychiatric appointments, includes adequate notice to permit preparation of data for review
- Communicate with classroom and residential staff with adequate notice about upcoming medical appointments
- Communicate to administrative personnel about health concerns of students
- Maintain appropriate licensure and continuing education requirements
- Other duties deemed necessary by CS to ensure the health care needs of the students are ensured

### **Education and/or Work experience Requirements:**

- Current RN or LPN license;
- Ability to work in team setting
- Good driving record preferred
- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal standards.

**Job Type:** Part-time

**Hours:** 8:00am – 8:30pm, Saturday and Sunday