



Coordinator of Nursing Services

Working under the direct supervision of the Regional Director (RD), the position of Coordinator of Nursing Services shall include but is not limited to the following:

Essential Duties

- Maintenance of student medical records; including setting up files for all new students and accurately documenting all medical care ordered and provided
- Ensuring that each student receives annual physical and dental exam, in addition to hearing and vision screening
- Requesting consultations with physicians and other appropriate health care providers to seek services and referrals as may be indicated
- Reviews all physician consults, reports, and referrals
- Provides or schedules all follow up services recommended by medical professionals
- Accompanies students to medical appointments when necessary
- Ensures that medical service providers complete consultation forms needed for each office visit
- Prepares medical visit summary forms to document the outcome of each medical visit in a timely fashion
- Provides direct nursing service to students to ensure the maintenance of appropriate health care standards
- Monitors student health status and seeks medical service as needed
- Assesses and documents weight and blood pressure on minimum monthly basis
- Oversees ordering and inventory of medications
- Oversees administration of medications and staff training for such
- Ensures adequate documentation of administered medications
- Ensures storage of medications in compliance with applicable standards
- Ensures report of and correct response to medication errors
- Participates in staff training for monitoring side effects of medications
- Participates in staff training for seizure response
- Communicates information about student health changes and health related needs to staff and parents
- Communicates with Coordinator of Instructional Supports (CIS) about upcoming psychiatric appointments, with adequate notice to permit preparation of data for review
- Communicates with classroom and residential staff with adequate notice about upcoming medical appointments
- Participates in staff training on universal precautions and infection control procedures
- Maintenance of appropriate licensure and continuing education requirements
- Communicates to administrative personnel about health concerns of students
- Other duties deemed necessary by RD to ensure the health care needs of the students are ensured

Hours: Monday through Friday, 7am – 3pm

Education and/or Work Experience Requirements: Current RN license; 3 years' experience as a practicing nurse

Physical Requirements:

- 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