



Job Description

Position:	Nurse Substitute	Primary Reporting Relationship:	Clinic Coordinator
Classification:	Non-Exempt	Secondary Reporting Relationships:	Head of School
Ministry Areas:	Bay Area Christian School		
Interfaces:	Students, parents, administrators, staff, other stakeholders as appropriate		

Mission: Providing quality Christian education impacting lives for now and eternity.

Job Purpose: The role of the School Nurse is to provide holistic nursing care to all BACS students and any other individuals on campus who may need medical care to the praise and glory of God.

Employee Profile:

- Acceptance of and agreement with the Bay Area Church statement of faith and standard of conduct
- A strong, clear Christian testimony
- A lifestyle that displays an ongoing personal relationship with God and a commitment to serve Him daily

Major Responsibilities:

- Provide direct patient care
- Communicate with teachers, staff, parents/guardians, students and doctors
- Maintain confidentiality when handling health records and the privacy of students when in the clinic
- Administer medications as needed
- Chart and accurately document every clinic visit
- Notify parents when a student has been injured, receives medication or is ill
- Assist with managing all emergency medical conditions
- Assist with managing all chronic and/or complex medical conditions.
- Assist with checking and maintain all AEDs on campus, if requested
- Assist with medically related seminars, clinics, etc., if requested
- Assess medical release forms and alert appropriate staff of students with medical conditions, as needed
- Staying current with best practices and laws within the nursing profession
- Assist with maintaining an umbrella of authority from local physicians
- Perform and assist in any other duties assigned by Head of School

Minimum Requirements:

- Degree in Nursing
- Qualified to practice as a Registered Nurse in the state of Texas
- Certified CPR/First Aide

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and requires standing, balancing, walking, kneeling, stooping, crouching, crawling, pushing, pulling, reaching, lifting and climbing. The employee in this position will be required to use fingers and hands to work including picking, pinching and typing, grasping,

feeling, and repetitive motions of the wrists, hands, and or fingers. The employee in this position must be able to exert up to 50lbs of force occasionally, and/or up to 30lbs of force frequently. Specific vision abilities required for this job include using visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.

Work Environment

While performing the duties of this job, the employee not be substantially exposed to adverse environmental conditions. Activities occur mainly inside in an office environment.

I have received, reviewed and fully understand the job description for the **Nurse Substitute** position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Name_____ Date_____

Employee Signature_____