

**Position Title:** School Nurse (Regular Part Time, On Call)  
**Department:** Health Centre  
**Immediate Supervisor:** School Head Nurse

### **Nature and Scope**

Brentwood College School on the shores of beautiful Mill Bay is a co-educational university preparatory school with approximately 550 students, the majority of them boarders for 10 months of the year. The mandate of the Health Centre is to provide the health care needs of the School's students and supporting the health and wellness of active young people in a co-ed boarding environment. The School Nurse requires diverse nursing experience, maturity, good judgment, discretion and the ability to work both independently and as part of a team of other health professionals (physician and nurses) and at times may be solely responsible for the operations of the Health Centre. The School Nurse reports to and works under the direction of the Head Nurse.

### **Major Responsibilities**

- Provides assessment and appropriate nursing care within the accepted scope of practice.
- Responds to emergency situations, takes charge and coordinates with emergency medical services if needed. Implements follow-up nursing care.
- Works closely with other members of the Health Centre and counselling team to ensure seamless and continuous care. Also works with parents, academic staff, Houseparents, and others as necessary to ensure optimum plan of care for individual student patients.
- Assesses and counsels students regarding adolescent health and wellness issues, and make referrals as appropriate, adhering to the RN professional and ethical codes of practice.
- Provides training and advice to staff and students as needed regarding medical diagnoses, allergies, medications, diet, special emergency plans related to ongoing medical conditions, sharing information on a need-to-know basis within the school community in accordance with privacy law.
- Liaises with and arranges appointments for students with the school physician and other health professionals as necessary.
- Assists with immunization, health assessments and screenings and any necessary follow up actions.
- Maintains medical records accurately and confidentially, including recording reported accidents and injuries in accordance with school policy.
- Administers and records dispensing of medications, following established protocols, and maintaining safe storage, usage and disposal of medical supplies and medications.
- Assists with administrative tasks as required for an efficient work environment.
- Assumes other related duties as assigned by the Head Nurse.

### **Knowledge and Skills**

#### **Education / Certification:**

- Post-secondary degree in Nursing; Designation as a Registered Nurse is required.
- Current certification / licensing with the College of Registered Nurses of British Columbia (CRNBC).

#### **Experience / Skills:**

- Minimum of five years of diverse nursing experience. Assets would include working in an educational setting or another setting working directly with adolescents, sports injuries training, counselling training and experience, and nursing experience in an emergency or mental health setting.



- High degree of resourcefulness, flexibility, and adaptability.
- Demonstrated ability to handle emergency situations in a prompt, precise, and professional manner.
- Demonstrated ability to assist patients, family members or other clients with sensitivity and empathy.
- Excellent interpersonal skills.
- Clear, concise and timely communication ability both verbally and in writing.
- Ability to maintain confidentiality and use tact and discretion in the performance of duties.
- Excellent technical, analytical and critical thinking skills and good judgment.
- Ability to work cooperatively and effectively as part of a multi-disciplinary team.
- Careful, orderly and detail-oriented in approach.
- Excellent time management and organizational skills.
- Cultural sensitivity and non-judgmental perspective.
- Demonstrated commitment to continuing education, and remaining current with best practices and organizational policies and procedures.

### Relationships

#### Internal:

- All Students and Staff (faculty and non-teaching), School Head Nurse, up to and including Senior Management Team, Health Services Team.

#### External:

- Other schools' staff, other health care professionals, School Doctor

### Working Conditions

- Regular weekly scheduled shifts plus on call hours while school is in session;
- Work is in a fast-paced and busy clinic setting on campus;
- Because of the 24/7 nature of a boarding school, flexibility in work hours is required, including occasional additional hours subject to the School's operational needs. Weekends and evening shifts are necessary on a regular and on-call rotational basis; overnights are required on occasion. On-call duties with associated premium are shared; nurses take vacation time during summer and scheduled School breaks;
- The ideal candidate will live or have access to accommodations within 25 kilometers of Mill Bay;
- Work normally requires a low level of physical effort; however, there is an occasional requirement to move a patient with little or no assistance in responding to an emergency situation.
- Work normally requires a moderate level of manual dexterity for keyboarding.
- Work normally requires a high level of mental effort in assessing, problem-solving, reading, organizing, creating written documentation, communication, and handling repetitive tasks amid distractions and interruptions. Responding to emergent and critical situations contribute to mental effort.
- Work normally requires a low / moderate level of visual effort in operating a PC.
- All applicants must be legally entitled to work in Canada.

Interested applicants should forward a letter of interest and qualifications for consideration to the attention of Human Resources. **Posting will be open until position filled.**

Fax (250) 743-8446 | [hr@brentwood.bc.ca](mailto:hr@brentwood.bc.ca)

*We thank all applicants for their interest in this opportunity*