



POLYTECHNIC HIGH SCHOOL

SCHOOL NURSE JOB PROFILE

School Description

We are reinventing high school with the launch of Purdue Polytechnic High School in August 2017. Our Core Principles of Personalized Learning, Project-based Learning, Academic Progress, Career Pathways, and People guide all that we do. Student academic work is driven by projects, and instruction is based solely on the individual and collective needs of students. There are no pre-determined classes where students move in groups according to a master schedule. Rather, teachers work together to arrange time for student instruction based on who needs it, when they need it, and how they best receive it.

Mission

To create an environment of academic excellence characterized by industry-focused experiential learning; mentors who nurture, guide and trust; and students who develop a natural thirst to learn in preparation for their lifelong journeys.

Vision

To develop a new generation of skilled talent by seamlessly transitioning graduates from high school to college and high-tech, high-wage jobs.

Summary

Manage and coordinate the assigned school's health services program based on requirements established by school division policies, procedures, and protocols, and by local, state and national regulations and statutes; maintain and operate the school clinic including the supervision of clinic staff.

Duties

- Ensure compliance with procedures, protocols, and other instructions provided by the coordinator of health services or contained in division manuals and protocols.
- Provide nursing care and physical screening to students; assess students and implement first aid measures for students as needed.

- Assume responsibility for appropriate assessment, planning, intervention, evaluation, management, and referral activities for students.
- Implement and record required screening programs; notify parents when further medical evaluation is indicated.
- Establish and update health and immunization records. Prepare and maintain student clinic records and prepare required reports.
- Administer daily and PRN (as needed) medications and nursing care procedures prescribed by the student's physician.
- Initiate emergency procedures for students and staff as needed.
- Develop Individual Health Care Plans and 504 Plans for students on a case by case basis.
- Orient the staff and teach specific medical procedures for the evaluation and maintenance of the medically involved student in the classroom.
- Present, train and maintain appropriate standards from OSHA regarding contact with, and possible exposure to bloodborne pathogens and other potentially infectious body materials within the school or employment setting.
- Follow procedures for suspected cases of child abuse and neglect.
- Act as a liaison between the school, home health department professionals, and other community agencies.
- Maintain clinic equipment and assesses the need for consumable supplies on an annual basis.
- Perform other duties as assigned

Knowledge, Skills, and Abilities

Ability to use clinic/medical equipment; possess basic pharmacological knowledge; ability to assess emergency situations and act accordingly; comfortable knowledge of universal procedures and ability to teach this to others; good oral and written communication skills; basic computer skills; willing attitude to be a part of the school team; strong sense of professionalism; other skills and requirements expected by the nursing coordinator and the school administrators include management and organizational ability, common sense, motivation, positive attitude; and the ability/willingness to participate in ongoing professional and staff development, both independently and through system-offered opportunities.

Qualifications

- Graduate from an accredited nursing program required; Licensed Practical Nurse or Bachelor of Nursing Degree preferred.
- Must be licensed as a registered nurse in the State of Indiana and in good standing with the Indiana Board of Nursing.
- Active Basic Life Support BLS CPR/AED for Healthcare Providers certification with hands-on training required.

Additional Information

- Part-time position (Not to exceed 29 hours per week)
- Working days shall follow approved school calendar
- Purdue Polytechnic High School Indianapolis is an Equal Opportunity Employer.
- Purdue Polytechnic High School Indianapolis offers competitive compensation and benefits.