



Nurse

PREAMBLE

Boston College High School is a Catholic, Jesuit, independent school serving young men across grades 7-12 from various communities across Massachusetts. Founded in 1863, Boston College High School continues its commitment to an authentic formation of the head, heart, and hands within the parameters of the Characteristics of Jesuit Education, the Ignatian Pedagogical Paradigm, the BC High Mission Statement, and the strategic plan.

ROLE PURPOSE

The nurse attends to the medical needs of the student population, grades 7-12, during the school day. They serve as liaison to the Department of Public Health, community and government agencies and maintain HIPAA privacy and documentation. They advise the school on health issues, DPH Regulations and immunizations. The position reports to the Vice Principal of Student Life.

ESSENTIAL JOB FUNCTIONS

- Annually obtains all required Health Records (BC High Health History form, physical exam, immunizations, and medication orders) of newly enrolled students, including international students.
- The appropriate information is reviewed, entered and maintained in the confidential electronic health record (SNAP) along with a secure paper record before the start of the school year and as needed throughout the year.
- All medication orders, both scheduled and PRN are reviewed for completeness, entered in the electronic record and renewed annually as needed.
- Collaborates with parents/guardians and PCPs on individualized health care plans for students with specific needs, chronic conditions, illness or injury, including obtaining medication orders and supplies to manage the conditions during the school day.
- Transfers records to new schools for students who withdraw;
- Provides episodic (urgent) and planned care through assessment, appropriate intervention, education, evaluation of outcomes and follow up care for all students.



- Determines if the student will remain in school/returns to class or will be dismissed, if emergency care is needed after assessment and communicates with parents/guardians as indicated.
- Maintains confidentiality in communications with School staff including teachers and Student Life Office as necessary to ensure student's health and safety.
- Manages concussion and sports injury recovery, including education of students and families, procuring documentation, regular check-ins and assessments of recovery progress, collaboration with athletic training, school neuropsychologist and teachers regarding accommodations during recovery, and medical clearance when fully recovered;
- Documents all office visits, including interventions, teaching, medication, phone calls and email communication in the Electronic Health Record (SNAP).
- Coordinates annual optional CPR classes for adults and students in the school community;
- Coordinates and conducts annual student screenings;
- Collaborates with attendance office personnel regarding absences and missed class time due to illness or injury;
- Collaborates with the Centers for Excellence regarding visiting student health information and compliance with DPH regulations, along with providing episodic care to exchange students.
- Collaborates with Center for Ignatian Identity and Formation regarding student health issues related to retreats and immersion trips.
- Ensures DPH compliance with regulations including immunizations and medication administration
- Develops, implements and regularly reviews all nursing protocols and procedures, ensuring compliance with DPH regulations;
- Acts as liaison between students/families and outside agencies for the purposes of referrals or health services assistance;
- Collaborates and consults with school physician annually, and as needed, for review of protocols and procedures and to revise and renew standing orders, including emergency response orders for AEDs and Epi-pens;



- Collaborates with school staff to maintain a safe school environment for students with life threatening allergies along with all of the community including visitors (Eagle For A Day)
- Monitors and maintains Nurses Office supplies, stock medications, Epipens and AEDs on campus
- Collaborates with DPH and school staff on student and staff protocols during public health emergencies.
- Maintains professional standards consistent with the Massachusetts Nurse Practice Act;
- Acts as a mandated reporter for any suspected abuse or neglect;
- Provides education, mentoring and leadership for students.
- Serves as a health resource for the school community.

OTHER DUTIES AND RESPONSIBILITIES

- Other duties as assigned.

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES

- Current Massachusetts RN license.
- Bachelor's degree in nursing or related discipline required.
- CPR certified.
- Minimum 5 years of nurse experience required.
- Familiarity with School Health Software: SNAP, preferred.
- A proven record of strong communication and effective collaboration skills are essential.

WORKING CONDITIONS / PHYSICAL DEMANDS

- Available 7:45am-3:30pm.
- Normal office environment, some lifting.