



*Catholic, College Preparatory
School for Young Women*

2020-21 School Year

Position Title: School Nurse

Employment Status: Flexibility with full and part-time, Monday - Friday, 7:30am - 3:00pm

Employment Term: August 2020 - June 2021

Reports to: Dean of Student Affairs

Mercy High School, a Catholic college preparatory school immersed in the tradition of the Sisters of Mercy, educates and inspires young women of diverse backgrounds to lead and serve with compassion. Mercy has need for a licensed nurse to provide health-related services to students. The nurse shall also serve as a health consultant and advisor in the development of health systems and maintenance of school health records for students and staff.

Mercy seeks candidates who have experience in and value working with students of different backgrounds including race, culture and socioeconomic status.

Essential Duties and Responsibilities:

- Specifically related to COVID-19: Assist in education, monitoring and prevention strategies for students and staff
- Develop policies, procedures and work standards for school health program
- Monitor compliance of school health program with federal, state and local laws, regulations and policies
- Train and delegate staff as needed on daily management of chronic illness and potentially emergent situations for, but not limited to, chronic conditions (asthma, diabetes, seizures, severe allergies, etc.)
- Lead the school's Medical Emergency Response Team (MERT) and work with the Emergency Operations Plan Task Force
- Injury and illness care and prevention
- Correspond with parents when the student is injured or becomes ill at school
- Consult with parents on the health needs of the student
- Interpret medical data and advise regarding proper classroom handling of students' medical or physical problems
- Screen and conduct health appraisals for students
- Provide follow-up evaluations on students as required

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- Recommend corrective action where problems are identified
- Coordinate annual audit of student immunization records and report compliance results to MCIR (state) and Oakland County Health Division
- Supervise and maintain health records for students, including PowerSchool records
- Prepare reports for health department
- Enforce established infection control policies and procedures on the exclusion and readmission of students with infectious and contagious diseases
- Obtain physician and parent authorization where indicated
- Ensure that sanitary standards of the school's health office are being met and maintain OSHA standards regarding blood borne pathogens and other potentially infectious body materials
- Observe the school environment for safety hazards and sanitary conditions and report to responsible persons
- Promote public understanding of health-related issues and policies for students and staff by sharing health tips and strategies
- Provide staff development on health-related topics for school staff and volunteers
- Serve as a resource person on health issues
- Aid with requisitions needed for supplies and equipment
- Perform other duties as may be assigned by administration

Qualifications/Requirements:

- Current license to practice as a nurse (RN) in Michigan
- BSN degree or higher preferred
- Certified in CPR/AED
- Recent experience in public health, school nursing, and/or pediatric nursing
- Ability to administer basic first aid and/or OTC/prescription medication as required using evidence-based decision making and accountability
- Working knowledge of federal, state, and local laws and regulations affecting the delivery of school health services
- Knowledge of communicable diseases and symptomatology, medical disorders and treatment
- Knowledge of child growth and development
- Knowledge of personal hygiene practices

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- Ability to establish and maintain effective relationships with students, peers and parents
- Skilled in oral and written communication
- Maintains professional competence and seeks professional development
- Must be self-motivated and able to complete job assignment without direct supervision
- Must be able to thrive in a high-pressure environment

Please send resume to Eleasha Tarplin, Dean of Student Affairs, edtarplin@mhsmi.org by Friday, August 21, 2020.

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