



ST. MARGARET'S  
SCHOOL

# School Nurse

Posting # 1819075

External / Internal Posting

Today's Date March 8, 2019 | Closing Date March 29, 2019 | Effective Date June, 2019

## Hours

Up to 37.5 hours per week,  
Monday to Friday (hours may vary)  
10.5-month schedule – mid-August to June (while School is in session)

## Salary

\$33.22 - \$36.72 per hour  
*depending on years of service at SMS*

## Summary

St. Margaret's School is looking for an energetic and motivated *School Nurse* to work collaboratively with other members of the SMS School staff. The School Nurse is responsible for the management of overall health care of boarding students and as well as providing health care guidance to the SMS School community.

The School Nurse is responsible for the collection and coordination of medical information for emergency care, medical alert, medical contact information, and on-going health care as required. The School Nurse will also be a member of the Occupational Health and Safety Committee.

## Responsibilities will include but are not limited to

- Consult, confer and collaborate with staff, parents and outside health care providers to ensure excellence in health services and education at SMS
- Use sound and proper nursing techniques when treating patients in compliance the BC Standards for Nursing Practices
- Collect and share medical information (as needed) to appropriate personnel
- Develop and maintain student medical alert plans that include information such as allergies and other medical concerns; appropriate protocols to follow; and emergency contact information
- Liaise with students and their families, staff and other health care professionals to make assessments and to implement plans to meet the specific needs of individuals students who have significant medical conditions requiring extra attention
- Maintain accurate documentation and medical records for all students and any staff or visitors who may require care by the nurse
- Provide assessments of "presenting problem" to determine appropriate medical intervention including: immediate and on-going care within the Health Clinic; referral to and liaison with other health care providers; and first-aid
- With specific reference to **boarding students**:
  - Coordinate and manage overall care including referrals to outside health agencies

- Arrange visits and transportation to dental care providers, other medical specialists and other community agencies – Eating Disorders Clinic, Sexual Health Clinic...
- Liaise with residence staff daily regarding health concerns of students, determining treatment plans, and giving guidance to staff re. medical care
- Be available to take calls for telephone consultation and advice during work hours
- Liaise and debrief with School Counsellor regularly to share insights and information and to provide mutual support while not breaching client confidentiality
- Organize and supply residences with supplies and equipment for on-going medical care and first aid
- Track and monitor health care records as they relate to MSP coverage
- apply for, maintain MSP coverage and temporary health insurance
- Coordinate w/VIHA to arrange immunizations as required
- Manage resources and supplies needed in the Health clinic
- Coordinate with VIHA to facilitate school immunizations – letters to parents, room booking...
- Counseling of students, staff, or families on health and personal issues as requested
- Possess a knowledge base of topics relevant to youth, teens, school and family health issues such as: healthy living, nutrition, infectious diseases, sexual health, emotional health...
- Awareness of community, provincial, national and global health issues that might impact the School and its members
- Act as a resource for health information as above and as time permits, deliver or assist with health education to student/staff groups
- Collect and display appropriate materials to promote wellness and health education in the Health Clinic
- Maintain confidentiality of information shared and stored in the Health Clinic
- Maintain active registration with the College of Registered Nurses of British Columbia
- Recognize the need for, and participate in, on-going professional development and education
- Other duties as required

### **Requirements and Qualifications include**

- Qualified registered nurse with a minimum of 3-year experience
- CPR Level C Certification
- Experience in mental health is an asset
- BCCDC Immunization Competency
- Administer medications and provide instructions to others in the administration of medication or treatment such as Epi-Pen
- Eligibility for active registration with the College of Registered Nurses of BC and awareness of the Standards for Nursing practices
- Comprehensive knowledge of community resources and available health services within Victoria

- Understanding of privacy and confidentiality pertaining to the nurse/client relationship
- Comfortable working with youth including international students
- Ability to collaborate with and take a team approach to student health and wellness
- Strong commitment to service excellence
- Strong communication skills, both verbal and written
- Exceptional interpersonal skills
- Ability to set priorities, identify plans of action and meet deadlines
- Strong record-keeping with attention to details and organizational abilities
- Basic computer skills – Word, Excel, Data bases...
- Actively support the vision, mission and values of our school

Interested candidates are invited to submit an application package, which includes a covering letter, curriculum vitae and professional references, quoting the **Posting # 1819075**, by **March 29, 2019** to:

Human Resources  
St. Margaret's School  
1080 Lucas Avenue  
Victoria, BC V8X 3P7  
Email: [careers@stmarg.ca](mailto:careers@stmarg.ca)

*Empowering her to set her own course & shape her own dreams.*