



Bellarmino
College Preparatory

School Nurse

Bellarmino College Preparatory, a Jesuit secondary school, has been educating young "men for and with others" in the tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.

The school nurse will primarily be responsible for ensuring the health and wellness of students and staff at Bellarmine during the school day. At this current time, the nurse will focus primarily on assessing students and/or staff with COVID-19 issues at the school site. The school nurse has a key role not only in providing emergency care to students, but also in developing campus-wide prevention strategies. By working collaboratively with school administrators/staff, medical advisors, local EMS agencies, local health care practitioners, and parents/guardians, the school nurse can be instrumental in establishing a comprehensive program of intervention of COVID-19 systematic assessment and recommendations. Keeping abreast of practice changes and trends within the field of school nursing is critical. It is also essential to maintain awareness of state and federal regulations and requirements.

Bellarmino complies with the American with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

Responsibilities:

- Oversee and help to administer COVID-19 testing
- Assess students who become ill during the day to determine if they need to be sent home
- Supervise students in the health center until they are able to be picked up by a parent or guardian
- Notify Dean's office of students who are in the health center for a period of time or who are being sent home
- Maintain appropriate levels of sanitation in areas where sick students have been present, including asking for assistance from housekeeping when necessary
- In collaboration with sports medicine staff, assess minor injuries to students to determine if student can be treated and returned to class, needs to be sent home, or needs to be referred to a doctor. Communicate with parents in these situations
- Maintain student medical records including vaccination/immunization information. Ensure that records are kept up to date
- Assist the faculty and staff in working with families to support students who have underlying medical conditions
- Coordinate the annual training and certification of CPR and First Aid for coaches and faculty
- Assist faculty and staff with emergency preparedness. Provide appropriate guidance on what supplies to have on hand, what protocols to prepare, what type of training would be required, etc.
- Notify Dean's office of students who have been sent home for COVID-19-related concerns, so that the attendance system is properly coded to ensure their removal from school for the required period of time
- In coordination with Director of Sports Medicine, communicate with SCCDPH regarding notification of any positive COVID-19 results for students or staff members, and ensure that proper communication goes out to groups as required
- Perform other duties as requested or required

Qualifications and Requirements:

- Certified in ACLS (advanced cardiac life support) and BLS (basic life support)
- Certified in CPR and First Aid
- Knowledge of nursing care methods and procedures
- Knowledge of emergency care
- In-depth knowledge of health and safety guidelines and procedures (sanitation, decontamination, etc.) and willingness to follow them at all times
- Compassionate and able to show empathy
- Excellent communication and interpersonal skills
- Strong organizational and multi-tasking skills
- Familiarity with laws and regulations regarding confidentiality, including FERPA and HIPAA, as appropriate

Preferred Qualifications:

- An active and valid RN (registered nurse) license is preferred
- An accredited degree in the field of nursing

Physical Requirements:

- Ability to lift/carry up to 25 pounds regularly, using proper lifting techniques
- Ability to sit, stand, stoop, walk, bend, twist, use hands to finger, reach with hands and arms, kneel, crouch, crawl, climb, twist, push balance, and climb a ladder (or other similar stepping aid) as needed
- Ability to safely and comfortably travel around our campus as needed
- Ability to read information in printed material, on a mobile device, or computer screen

General Information:

- This position is a regular, full-time position
- This position is non-exempt
- This position is benefit eligible
- This is not a telecommuting position

To Apply Online: Please complete the *[Bellarmine Staff/Non-Faculty Application Form](#)* located on our [employment web page](#) under Employment Applications and send along with a resume and cover letter to hr@bcp.org. Please indicate *School Nurse* in the subject line of the e-mail.

*Bellarmino College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law. *As a Catholic, Jesuit school, Bellarmine may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.*
