



Position Posting

Position Title: Part time School Nurse

Are you looking for a new and exciting opportunity? Enjoy working with students of all ages and backgrounds? This may be the opportunity for you!

We are currently looking for a motivated, self-directed individual with excellent interpersonal skills, collaborator and team player to join our team. Brookes uses the International Baccalaureate as its platform for learning. At Brookes, we embrace and celebrate a diverse student body with learners that come from around the world. Our primary focus is the care of our students whose education and upbringing we hold with the most utmost regard and sense of responsibility.

The School Nurse plays an integral leadership role within the school community and is responsible for caring for the medical needs of the students, both boarding and day. The School Nurse will work closely with the Senior Leadership Team, Dormitory Staff, Counsellor and Teachers to ensure all medical needs of each student is identified, tracked and that they receive prompt and appropriate Care.

Compensation and Benefits Package:

- 2 days per week Tuesday and Wednesday from 8:30 am to 4:30pm, with potential for increased hours dependent on the need of the school
- \$32.00-\$35.00 per hour plus 4% in lieu of benefits
- 5 days sick time after 90 days of employment
- Lunch meal provided on campus as a taxable meal benefit plan
- On the job training
- 20 minutes from downtown Victoria
- Campus is on main Bus Route

RESPONSIBILITIES

In conjunction with our current Nurse the position has the following responsibilities include:

Student Health

- On weekday mornings, assess boarder's health and determine whether they should attend classes, get bed rest, or receive further medical care.
- Supervise, or coordinate with dorm parents, students who are ill in health centre.
- Contact day parents when their child is ill and supervise child until parent arrives to pick up.
- Log office visits for each student.
- Schedule student doctor, dental appointments, physiotherapy, or any rehabilitation visits.
- In special or emergency circumstances, drive students to clinic or hospital.
- When needed, drive students to medical appointments.
- Handle all student information with discretion and confidentiality.

Working with SLT, Dormitory Staff, Counsellor and Teachers

- Work closely with dorm staff with regards to emotional and mental health issues.



- Work closely with the counsellor, dorm staff and Principal in regards to emotional and mental health well being of students.
- Alert the Principal to any serious student health issues that would require communication with parents and guardians.

Training and education

- Train staff on use of epi-pen, Naloxone kits and medication distribution.
- Ensure dorm parents are trained to administer over the counter drugs safely, and that they collect log sheets daily. Ensure these log sheets are added to student medical records.
- Prepare instructions and training for administering of medications by dorm parents in the absence of the nurse.

Medication control

- Ensure all medications are kept locked up, are blister packed for safe distribution to students, and a logbook is kept for administration.
- Provide Medicine boxes, first aid kits, epi-pens and Naloxone kits for house parents medicine boxes and ensure they are Updated and restocked.

Administrative Duties

- Maintain student medical records, ensuring records are up to date, securely stored and accessible to authorized personnel.
- Set up students on temporary medical insurance (Johnson Fu).
- Working with accounting department, ensure all aspects of medical billing/reimbursement are covered.
- Produce allergy quick reference binder - include MSP, JF numbers & pertinent information.
- Serve as a member of the school's safety committee.

Education and Experience:

- BC Licensed Practical/Registered Nursing member in good standing
- Bachelor of Science Degree in Nursing or a Licensed Practical Nursing diploma
- Required to complete and pass the Solicitor General criminal record check for the purpose of working with children
- Excellent interpersonal, written and oral communication skills
- Ability to establish priorities, organize, schedule tasks and solve problems
- Ability to deal with people, and in particular with adolescents, sensitively, empathetically, tactfully, consistently and professionally at all times
- Ability to work collaboratively as part of an interdisciplinary team to provide a high standard of care to students
- Possess (or willing to obtain) Standard First Aid and CPR to level C.

If you would like to be part of our team, please forward your cover letter and resume to careers@westshore.brookes.org. We appreciate all those interested but only those applicants who are shortlisted will be contacted.