

## Site Nurse

Minimum Requirements: Nursing license in state assigned

The site nurse position at CTY day sites is responsible for overseeing medical issues at the site. The position is both administrative and clinical. Primary duties include reviewing student medical forms; overseeing the dispensation of student prescription and nonprescription medications; conferring with parents/guardians; assessing and treating student illnesses and injuries; and making referrals and acting as a liaison to nearby clinics, physician's offices, and/or hospitals. At some day sites, the site nurse receives assistance with recordkeeping and clerical duties from a health assistant(s), who have first aid and CPR training.

At day sites, the site nurse generally works Monday-Friday, 7:30 a.m.-5:30 p.m. Hours may be 8 a.m.-4:30 p.m. in cases in which the site nurse is not required for appropriate health coverage for before- and after-care. Nurses also work on student check-in day on the weekend immediately prior to the start of each session, as well as the Saturday at the end of each session, if needed. The exact schedule may vary from site to site and is determined by the site director in conjunction with the site program manager.

## Sample Daily Schedule

Here's what a day in the life of a Nurse looks like. Exact schedules will vary from site to site.

\*Nurses at day sites cover the health office throughout the day. The academic counselor or another administrator will assist when needed and provide lunch coverage.

### Morning

- Arrive at the office to catch up on paperwork and check email and phone messages
- Clinic visits
- Complete paperwork
- Inventory supplies
- Make phone calls

### Afternoon

- Distribute lunch medications
- Visit clinics
- Complete paperwork
- Make phone calls