

Site Nurse

Minimum Requirements: Nursing license in state assigned

The site nurse position at CTY residential 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 most residential program sites, the site nurse receives assistance with recordkeeping and clerical duties from a health assistant(s), who have first aid and CPR training. At residential sites, health assistant(s) often accompany students to off-campus medical appointments and may also assist with tasks such as student medication distribution and providing basic first aid.

At residential sites, the site nurse holds office hours according to a schedule determined in advance or during setup week before students arrive. Nurses' schedules vary significantly by site but may include being on call 24 hours a day and evening and weekend shifts. Site nurses work on student check-in day on the Sunday immediately prior to the start of each session. They have one day off per three-week session when they are not on call, which must be approved in conjunction with the site director. Commuting nurses at residential sites adhere to schedules agreed upon in advance with the site program manager or during setup week by the site director and assistant site director in conjunction with the site program manager. They typically work on student check-in day, and their schedules may also include overnight, weekend, and on-call obligations. Health offices are typically staffed from 7 a.m. to 30 minutes after lights out by a nurse and/or health assistant.

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 residential sites work in shifts so this would be the shift based on a nurse who does the first half of the day today. Generally, health staff will rotate through days of the week so they are on early shift one day and late shift the next. Health staff will also rotate on-call shifts, including overnight.

Morning

- Arrive to the office before breakfast to distribute and record morning medications
- Complete paperwork
- Inventory supplies
- Clinic visits
- Make phone calls

Afternoon

- Distribute lunch medications

- Clinic visits
- Shift to out of the office or on-call mid-afternoon

Evening

- Dinner
- Overnight on-call rotation

Weekends

- Health office coverage looks similar on weekends