

Site Nurse

Minimum Requirements: Valid nursing license in the state of assignment

The Site Nurse is a key member of the health team at CTY residential program sites, responsible for managing and addressing student health needs. This role includes both clinical and administrative duties and plays a central role in maintaining a safe and healthy campus environment. Site Nurses report to the Assistant Site Director.

Tasks:

- Review student medical forms prior to arrival
- Oversee administration of prescription and nonprescription medications
- Assess and treat student illnesses and injuries
- Communicate with parents/guardians regarding student health issues
- Coordinate with local clinics, physicians, and hospitals for referrals
- Maintain accurate medical records and ensure compliance with policies
- Collaborate with Health Assistants (CPR/First Aid trained)
- Provide health education and guidance to students and staff

Schedule & Hours

- Nurses maintain regular office hours set during setup week or in coordination with site leadership
- Schedules vary by location and may include:
 - Being on-call 24/7
 - Evening and weekend shifts
 - Working on student check-in day (Sunday before each session)
- Each nurse receives **one day off per three-week session** (must be pre-approved by the Site Director)
- Commuting nurses follow schedules arranged in advance with the Site Program Manager and Site Directors, which may include overnight and weekend responsibilities
- Health offices are typically staffed from **7:00 a.m. to 30 minutes after lights out**

Sample Daily Schedule (*Actual schedules may vary by site*)

Morning:

- Distribute and document morning medications before breakfast
- Complete medical documentation and supply inventory
- Handle clinic visits and phone consultations

Afternoon:

- Distribute lunch medications
- Continue clinic visits
- Transition to on-call or off-site availability mid-afternoon

Evening:

- Distribute dinner medications (if required)
- Participate in overnight on-call rotation

Weekend:

- Health office coverage and responsibilities remain similar to weekdays

Support Staff

At most residential sites, the Site Nurse is supported by one or more Health Assistants who assist with:

- Basic first aid and medication distribution
- Accompanying students to off-campus medical appointments
- Clerical tasks and recordkeeping