

**2023 JOB RESPONSIBILITIES  
CENTER FOR TALENTED YOUTH  
SITE NURSE**

All staff members are expected to adhere to the *CTY Standards of Employee Conduct*; contribute positively to a living and learning community; ensure students' physical and emotional safety; uphold the [CTY Student Code of Conduct](#) and enforce site rules; and perform reasonable job duties, even if not part of the job description, as assigned by their supervisors.

The site nurse 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, and some day sites, the site nurse receives assistance with record-keeping 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.

The site nurse is a member of the site administration. All members of the site administration are expected to:

- Work as a team, keeping program goals in sight while managing a range of details.
- Help set the appropriate tone for the community, as described in staff handbooks and other program documents.
- Anticipate and prevent problems.
- Communicate promptly, clearly, sensitively, and securely with other administrators, staff, students, parents/guardians, the host institution, and the CTY office in Baltimore using JHU-approved platforms.
- Help the academic and residential/recreational programs collaborate effectively.
- Model professionalism.
- Represent the philosophy and policies of CTY in a manner that fosters cooperation and respect among summer staff, students, host institution staff, and full-time CTY staff throughout the program.

**Supervision**

The site nurse is supervised directly by the site director and indirectly by the site's program manager and assistant program manager. The site nurse provides medical care according to a physician's standing orders and authorizations provided on the students' medical forms. At the request of the site director, the site nurse may be responsible for some supervision of the health assistants in relation to the day-to-day logistics of the health office.

At some sites, an assistant site director or dean of operations may supervise the site nurse in conjunction with the site director.

### **Work Schedule and Physical Requirements**

At **residential sites**, the site nurse holds office hours according to a schedule determined in advance by the site program manager. 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. 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.

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. Additional hours may be required on busy workdays, as well as in the evenings and on weekends as needed to complete paperwork and other administrative tasks. 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.

Site nurses are required to travel and navigate a college/school campus with or without accommodations. This may include traversing some long distances across campus. Some lifting and moving may be required.

Additional job responsibilities of the site nurse include but are not limited to:

#### **Before Arriving at the Site:**

- Familiarize yourself with the program materials to which you are directed.
- Carefully read the *CTY Student Health Office Operations Manual* to familiarize yourself with CTY expectations for healthcare at the site.
- Complete trainings, background checks, health forms, immunization records, and other items required by JHU, CTY, the host institution, or state/local regulations.
- Ensure that your license is valid in the state you are working. If not, perform the necessary steps so that it is.
- Familiarize yourself with the online student medical database/reporting system. You will receive a link and login information for this system from your Program Manager.
- Access and familiarize yourself with CTY's designated communication and digital file storage systems. Links, training, and login information for these systems will be provided during the onboarding process.

### **Before Instructional and Residential Staff Arrive:**

- Arrive at the site on the date specified in your employment agreement to assist the administrative team with setup and planning. Bring your cell phone, laptop, etc. to utilize during your employment. Duties during this time include assisting with the general administrative tasks involved in setting up the site, not just the health office.
- Assist in setting up a functioning health services office and making sure that student medical information is entered into the medical database.
- With the help of the academic counselor and the health assistant(s) (where applicable):
  - Review the medical forms of all students attending the program.
  - Create a list of students with medical issues that require special care, monitoring, or supervision.
  - Generate a list of students missing medical forms or medical information.
  - Contact parents/guardians to discuss any issues, medications, or missing information. Develop systems for uploading forms/noting information as families/guardians provide you with additional information or late documents throughout the week and on arrival day.
- Assess the inventory of medical supplies, which may have been shipped to the site or stored from last year. Acquire any missing items locally or online, arranging payment through the site's office manager with approval from the site director.
- Contact the health center, hospital, doctor's office, or clinic that the program will be working with during the summer to introduce yourself as the liaison between the program and the health care provider. Review standing orders and confirm payment arrangements made by the site's program manager or assistant program manager.
- Assist the site director in determining a work schedule for the health assistant(s).
- Finalize plans for implementing onsite COVID protocols and procedures for students and staff.
- As part of staff orientation, help plan safety training sessions on topics such as handling bloodborne pathogens, epinephrine auto-injector usage, basic first-aid procedures, COVID protocols, and health office procedures.
- Work with the host institution and other site health staff to ensure proper biohazard procedures are in place.

### **Before Students Arrive:**

- With the health assistant(s) (where applicable) and in coordination with other administrators, implement a protocol for distributing medications according to expectations in the *CTY Student*

*Health Office Operations Manual* and local regulations as communicated by the site program manager/assistant program manager.

- Make presentations during staff orientation as requested. Attend orientation sessions as requested.
- Develop a procedure in conjunction with the site director, other health staff members, and the academic counselor for communicating, on a need-to-know basis, health information to parents, guardians, and staff.

### **Opening Day through Closing Day**

- Be present at the medical table on opening day (the first Sunday of each session) to collect prescription and nonprescription medications, answer questions from parents/guardians, and collect missing medical forms.
- Perform professional nursing services at the site, including administering first aid and emergency treatment to students; making determinations about the level of medical care necessary for sick or injured students; contacting parents/guardians regarding students' medical care; dispensing prescription and nonprescription medications according to authorization on the student medical forms and standing orders; maintaining student medical forms; and working closely with the site director and other summer staff for information and referrals.
- At the end of each scheduled dosage time, track down all students who missed their required medications. Bring students who repeatedly neglect to show up for their medications to the attention of site administrators.
- Provide resources such as student medical forms to local physicians and hospitals. Collect medical information and forms from medical institutions.
- Ensure adherence to all COVID protocols, which may include administration of COVID tests, supervising students in isolation, and providing care for positive cases while awaiting the arrival of parents/guardians.
- Keep the site director, academic counselor, and other administrators informed of student health issues as part of a coordinated effort to ensure students' safety and well-being while in the program.
- Working with the health assistant(s) (where applicable), accurately log records of all student medical situations, distribution of all student medications, student trips to healthcare providers, and phone calls to parents/guardians in the digital medical database. Depending on the site this may also include a handwritten log. Complete a *Concern/Incident/Medical Report* as needed. All records and notes pertaining to student health care will be held on a confidential basis in the On-Campus Summer Programs office in Baltimore.
- Attend staff meetings as requested by the site director.
- Help the academic counselor and other administrators coordinate services for students with

disabilities.

- Assign tasks to the health assistant(s) where applicable. The number of health assistants varies by site.
- In coordination with the health assistant(s) (where applicable) and other administrators, develop and implement a procedure for returning medications to students on closing day.
- Submit a Clery Act exit survey, including providing any follow-up information as requested by JHU Campus Safety and Security.

**After the Students Depart:**

- With the help of the health assistant(s) (where applicable) or other administrators, inventory and oversee secure storage for first aid and related health supplies. Return any borrowed items to the host college/school. Dispose of biohazard materials, medications that will expire, unclaimed student medications, and other materials according to applicable guidelines.
- Working with the health assistant(s) (where applicable), finalize student medical records. Ensure all medical-related digital records are saved and up to date in CTY's medical database, and delete all downloaded records from the health office computer(s).
- Depart the site with the permission of the site director, program manager, or assistant program manager and no earlier than the date indicated on your employment agreement.
- By **September 1**, in cooperation with the health assistant(s) (where applicable), submit to the site program manager in the Baltimore office a written report on the health care at the site. Training materials will include a complete list of items to cover in your site report.
- Provide the program manager or assistant program manager for your site with an address, telephone number, and email address where you can be reached during the upcoming academic year.

## Sample Daily Schedule

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

### DAY SITES

\*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

### RESIDENTIAL SITES

\*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