



# BOCES Southern Westchester

THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES

TEL: (914) 937-3820 • FAX: (914) 937-7644 • WEB: www.swboces.org

upc  
6/15/16

## CAREER OPPORTUNITY

### PLEASE POST

Posting# 061516-13

**VACANCY:**

**LEAD NURSE**

**REPORTS TO:**

Center Director for Special Services

**STIPEND:**

\$2,750.00

### **RESPONSIBILITIES INCLUDE:**

- Overseeing the responsibilities of the LPN as it relates to their practice. The team leader should ensure that the LPN's assignment is within their scope of practice. An RN should supervise the LPN on site at least once per week.
- Communicating with BOCES nurses on a regular basis to elicit suggestions to improve nursing practice; share regulations and updates from the New York State Education department that affect school nurse practices; to recommend training opportunities to improve nursing skills specific to special education.
- Collaborating with BOCES RNs to collect data needed to complete the annual state mandated immunization survey. The team leader should collate, enter, and submit such data.
- Orienting nurses new to BOCES re: medication, policies, nursing procedures for specific students, routine screenings, acceptable first aid practices, school safety, ordering supplies, creating substitute folders and documentation requirements.
- Identifying medical data omitted from intake packets to ensure students' compliance with state mandates prior to entry into BOCES.
- Assuring the transfer of student medical data/charts when students change schools/programs within BOCES. Ensuring that all medical data is entered both on e-schools AND the medical chart.
- Periodic updating of all forms of general nurse use i.e.: health/immunization forms, MAR, seizure activity data collection, medical alerts, care plans and others as needed.
- Collaborating to interview nurses to fill vacancies.
- Preparing both generic and site specific substitute folders.
- Coordination of nursing offices with regard to standardization of practices, including unification of chart storage, medication storage, first aid, sub folders, MAR as per NYS regulations and other areas as needed. Ensuring that all sites have emergency "go bags", that they are updated periodically, and that the nursing staff is knowledgeable of emergency procedures.

### **REQUIREMENTS:**

- Possession of a license and current registration issued by the New York State Education Department, to practice as a registered professional nurse; Possession of a certificate in First Aid and CPR training.

Please forward cover letter and resume to:

Department of Human Resources

BOCES Southern Westchester

17 Berkley Drive Rye Brook, NY 10573

**CLOSING DATE FOR APPLICATIONS IS JUNE 24, 2016**

The Southern Westchester Board of Cooperative Educational Services, its officers and employees shall not discriminate against any student, employee or applicant on the basis of race, color, national origin, creed, religion, marital status, gender, age, handicapping condition, sexual orientation, or membership in the Boy Scouts or other designated youth groups. This policy of nondiscrimination includes: access by students to educational programs, counseling services for students, course offering and student activities, recruitment, appointment and promotion of employees and employment pay and benefits, and it is required by Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Boy Scouts Equal Access Act, as amended and the promulgated thereunder, not to discriminate in such a manner. AN EQUAL OPPORTUNITY EMPLOYER

**PLEASE DO NOT REMOVE FROM BULLETIN BOARD**