



SUBSTITUTE NURSE

Introduction

The substitute nurse attends the St. John's infirmary from 8am to 4pm and provides health support to students and staff, when the resident nurse is unavailable for work.

Responsibilities

Medical Care

Care for anyone who becomes ill or injured on campus throughout the school day:

- Assess the nature of illness or injury and take appropriate action
- Provide medication or care as required
- Communicate with parents, teachers and other staff as necessary

Medical Records

Maintain medical records for all students as per resident nurse's instructions (hard copies)

- Assist with maintaining records of visits to the infirmary (hard copy log)
- Safeguard confidentiality with respect to medical concerns and medical documentation

Medical Stock

Help maintain adequate supplies as needed in the infirmary

- Manage and prepare First Aid Kits schoolwide

Required qualifications

- Registered nurse with current licence
- Experience in emergency/pediatric/general nursing
- A valid work permit

Preferred experience, skills and qualities

- Working knowledge of the French language
- Strong interpersonal and communication skills
- Positive, flexible and calm in emergencies