

Boston University Tanglewood Institute

Job Description

NURSING COORDINATOR for Health Services

(11 Weeks: June 1, 2022 – August 16, 2022)

The Nursing Coordinator creates a collaboration between nurses, medical providers, BUTI staff and faculty, and students and their families to facilitate the maximum holistic well-being of BUTI students. The preferred candidate for this position will be an experienced manager, exceptionally detail-oriented, and will have strong communication skills (verbal and written). Must be able to work with little supervision and be able to self-manage. Must live in the Berkshires or be willing to relocate for the summer. Duties include but are not limited to:

Before the start of the program:

- In coordination with BUTI staff, hire nurses to fulfill a 24/7 coverage of the health office
- Coordinate orientation, scheduling, and time off needs with nurses individually to create a summer calendar
- Document students with significant issues, allergies, and missing vaccines to use internally and coordinate with said students on registration days and beyond
- Review the medical issues and medications to be administered in the office
- Coordinate with students and parents about missing information and or create individual health plans to be implemented throughout their time in the programs
- Update and maintain Medication Administration Records, allergy history forms, and significant familial medical history along with related forms including but not limited to student absence, student information release, mental health consultants, Epi questionnaire, referrals, and time sheets
- Facilitate student needs with dining hall manager
- Order supplies for the office (inventory list available) and maintain the space
- Plan orientation of nursing staff, staff schedule, and meetings between nursing staff and students as needed
- Coordinate with Director of Student Life to provide orientation to student life staff that establishes protocols for student medical needs including appointments, ER/Urgent Care visits, prescription needs, and immediate distress aid
- In coordination with the Student Life staff, ensure off-campus medical needs are met
- Confirm and send relevant staff information and licenses to our designated MD practice and meet with office manager to arrange student office appointment protocol and plan for any special circumstances (i.e., COVID-19 protocols)

During the program:

- Carry out individual health plans as needed
- Document and follow up with students relating to their physical, mental, and emotional health
- Identify and plan consistent check-ins with students based on request and need
- Assess visit sheets and flag students who may need continued assessment and or intervention and involve parents as needed
- Carry out procedural guidelines and appointments for students who need MD/NP visits on or off campus
- Encourage Student Life staff to refer students they notice have presenting or persisting health needs to the Health Services office and continue inter-office coordination
- Provide nurses with ongoing guidance, support and feedback, as well as answer questions and concerns
- Manage staff schedule and contact information and provide ongoing calendar to the nurses and Student Life
- Maintain needed supplies and other medical inventory including campus first aid kits
- Coordinate referrals and appointments with designated physical therapist and mental health provider
- Ensure a welcoming, professional and confidential setting

Apply online for this and other summer positions at www.bu.edu/cfa/tanglewood/employment. A cover letter outlining your interest and qualifications along with a work resume are required.