



**Position Title:** Nurse Practitioner  
**Department:** Health Centre  
**Immediate Supervisor:** School Head Nurse

### Nature and Scope

Brentwood College School on the shores of beautiful Mill Bay is a co-educational university preparatory school with approximately 550 students, the majority of them boarders for 10 months of the year. The mandate of the Health Center is to provide the health care needs of the School's students and supporting the health and wellness of active young people in a co-ed boarding environment. The Nurse Practitioner requires diverse clinical care experience, maturity, good judgement, discretion and the ability to work both independently and as part of a team of health care professionals and, at times, may be solely responsible for the operations of the Health Center. The Nurse Practitioner will report to and works under the direction of the Head Nurse.

### Major Responsibilities

In accordance with federal, provincial, and territorial legislation and policy, the Nurse Practitioner will:

- Provide comprehensive health assessments and perform check-ups
- Diagnose health conditions
- Treat and manage acute and chronic illness
- Treat and manage simple and complex health issues
- Order and interpret screening and diagnostic tests
- Order procedures
- Prescribe treatment and medications
- In consultation with the school doctor, diagnose and prescribe medication for mental health issues and complex medical conditions.
- Refer clients to other healthcare professionals and specialists
- Provide counseling and education
- Provides education and advice to staff and students as needed regarding medical diagnosis, allergies, medications, diet, and special emergency plans related to ongoing medical conditions, and sharing information on a need-to-know basis within the school community in accordance to privacy law.
- Assists with the immunization program.
- Maintains medical records accurately and confidentially, including reported accidents and injuries in accordance with school policy.
- Administers and records dispensing of medications, following established protocols, and maintaining safe storage, usage and disposal of medical supplies and medications.
- Assists with administrative tasks as required for an efficient work environment.
- Assumes other related duties as assigned by the Head Nurse

### Knowledge and Skills

#### EDUCATION / CERTIFICATION:

- Post-secondary degree in Nursing with classification as Nurse Practitioner
- Current certification/licensing with the British Columbia College of Nursing Professionals (BCCNP)

#### EXPERIENCE / SKILLS:

- Minimum of five years of diverse nursing experience. Assets would include working in an educational setting or another setting working directly with adolescents, sports injuries training, counselling training and experience, and nursing experience in an emergency or mental health setting.



- High degree of resourcefulness, flexibility, and adaptability.
- Demonstrated ability to handle emergency situations in a prompt, precise, and professional manner.
- Demonstrated ability to assist patients, family members or other clients with sensitivity and empathy.
- Excellent interpersonal skills.
- Clear, concise and timely communication ability both verbally and in writing.
- Ability to maintain confidentiality and use tact and discretion in the performance of duties.
- Excellent technical, analytical and critical thinking skills and good judgment.
- Ability to work cooperatively and effectively as part of a multi-disciplinary team.
- Careful, orderly and detail-oriented in approach.
- Excellent time management and organizational skills.
- Cultural sensitivity and non-judgmental perspective.
- Demonstrated commitment to continuing education, and remaining current with best practices and organizational policies and procedures.

### Relationships

#### INTERNAL:

- All students and Staff (faculty, allied health, and non-teaching), School Head Nurse, and Senior Management Team

#### EXTERNAL:

- Parents, other schools' staff, health care professionals and doctors

### Effort

- Work normally requires a low level of physical effort; however, there is an occasional requirement to move a patient with little or no assistance in responding to an emergency situation
- Work normally requires a moderate level of dexterity for keyboarding
- Work normally requires a high level of mental effort in assessing, problem-solving, reading, organizing, creating written documentation, communication and handling repetitive tasks amid distractions and interruptions. Responding to emergent and critical situations contribute to mental effort.
- Work normally requires a moderate level of visual effort in operation of a PC

### Working Conditions

- Successful completion of Criminal Record Check is a condition of employment and the position is subject to a probationary period.
- Work is in a fast-paced and busy clinic setting on campus
- Work within a 40 hour per week averaging agreement
- On-call weekends are shared; nurses take vacation time during summer and scheduled School breaks.
- The ideal candidate will live or have access to accommodations within 25 km radius of Mill Bay

All applicants must be legally entitled to work in Canada

**Qualified applicants should forward their applications, including cover letter and résumé, to the attention of Human Resources by no later than at 5pm on Tuesday August 13th, 2019**

Fax (250) 743-8446 | [hr@brentwood.bc.ca](mailto:hr@brentwood.bc.ca) | 2735 Mt. Baker Rd. Mill Bay, BC V0R 2P1

[www.brentwood.bc.ca](http://www.brentwood.bc.ca)

*While we thank all applicants, we will only be in contact with those applicants who are selected for interview.*