

UNIVERSITY OF NORTHERN COLORADO  
Division of Special Education  
*Center for the Education and Study of Gifted, Talented, Creative Learners*

## SUMMER ENRICHMENT PROGRAM

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### APPLICATION FOR THE POSITION OF NURSE/HEALTH CLERK

*UNC is an affirmative action/equal opportunity employer*

**POSITION DESCRIPTION:** Review health immunization records of all students, maintain medication logs and refer students for follow-up. Monitor chronic health conditions of students including illness and injury, which occur during the program. Review and monitor all medications, maintain medication logs, individual student logs and maintain student incident reports. Communicate student health needs to day/night staff and communicate medical conditions to parents. Conduct teacher in-services and attend daily staff meetings. Involves four weeks minimum. Workdays include weekends. Training will begin the week of June 20, 2012. **SALARY:** Part-time \$375-\$700 + based on education and experience; full-time: \$750-2000 based on education and experience. **DATES:** June 20 - July 23, 2012. **APPLICATION DEADLINE:** March 30, 2012. **QUALIFICATIONS:** Registered nurse with bachelor's of science with experience in community health background or school health clerk certified in medication administration. Please submit CPR/First Aid card. Nurses submit a copy of nursing license and health clerks submit a copy of medication administration certificate.

Name: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_  
*Print or Type*

Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street City State Zip Code*

Present Occupation: \_\_\_\_\_

E-mail: \_\_\_\_\_ T-shirt Size: \_\_\_\_\_

UNC Bear Number (if known)#: \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Emergency Contact Phone: (\_\_\_\_) \_\_\_\_\_ Relationship: \_\_\_\_\_

Times easily reached at home: \_\_\_\_\_

**A. Education**

<u>Degree</u>	<u>Year</u>	<u>Institution</u>	<u>Major</u>

**B. Nursing Experience**

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**C. Have you worked in a school/camp setting before? If so, what were/are your duties?**

**D. If you were asked to give a 1-2 hour presentation to SEP staff on first aid, medications and medical situations, outline what you would include.**

**E. What experience have you had with student medical records?**

**F. I am available for an interview. The best time to reach me at home is:**

**G. I am interested in a nursing position that is:**

**Part-time**

**Full-time**

**H. References**

<u>Name</u>	<u>Address</u>	<u>Relationship</u>	<u>Phone</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**I. Any additional information you would like the committee to know about you?**