POSITION TITLE: College Nurse
LEVEL: Part VIII (Nurses) The Mercy Education Limited Non-Teaching Staff Enterprise Bargaining Agreement 2014 – Term time only
HOURS: Part time, Term Time only – hours to be determined with the Director of Business and Head of Boarding

ORGANISATIONAL RELATIONSHIPS

Position reports to: Principal via the Director of Business
Supervision of: Not Applicable
Internal Liaison: All departmental staff and students.
External Liaison: Community groups, College suppliers, general public, parents or guardians.

POSITION OBJECTIVES

- To provide a safe, open and confidential place within the College where students can access holistic health related services incorporating emotional, physical, spiritual and social wellbeing.
- To promote health in order to facilitate learning by providing a clinically effective, high quality service of nursing care
- Ensure that practice is compliant with professional and legal requirements

POSITION ACKNOWLEDGEMENT AND ACCEPTANCE

The details contained in this document are an accurate statement of the position’s responsibilities and requirements.

Signature:

PRINCIPAL/DELEGATE DATE

Signature:

EMPLOYEE DATE
CORPORATE ACCOUNTABILITY

- Comply with the College’s Code of Conduct, management directives and approved policies and procedures.
- Avoid participation in activities that may represent a conflict of interest with the obligations and responsibilities of your role/position.
- Exercise discretion and maintain confidentiality in dealing with sensitive and high level issues.
- Display and promote the type of leadership and activities that will positively influence team culture and business performance.
- Deliver effective use of the College’s resources (staff, equipment and other) within the levels of accountability.
- Ensure compliance with the College’s corporate values in the management and delivery of programmes, as follows:-
  - Continuous improvements.
  - Organisational wellbeing.
  - Customer service.
  - Money matters.
  - Safety.

KEY DUTIES / RESPONSIBILITIES

The College nurse is responsible for:

- Providing primary/tertiary health care to patients appropriate to their needs and the situation in both the College and Boarding
- Referring patients to the College Psychologist, doctors, medical specialists and allied health personnel as appropriate
- Liaising with parents/guardians, family, teachers and Heads of School as necessary about the health needs of patients
- Administering non-prescription drugs
- Administering medication to students, which is supplied by parents/guardians
- Identifying students with significant health issues and developing Care Plans for their management in the school environment
- Assisting with the development of strategies to address habitual attendance at the Wellness Centre by some patients
- Assisting with staff education in first aid and equipment use
- Reporting and documenting incidents
- Collecting and collating statistics related to attendance, illness and injury and ensuring that health information regarding students is current, comprehensive and clearly communicated to relevant members of the college community. This includes action plans for students with specific medical conditions such as anaphylaxis, allergies, epilepsy and diabetes
- Ordering medication and medical supplies within budget
- Maintaining Wellness Centre and Boarding equipment and first aid kits throughout the campus
- Maintaining the Wellness Centre and Boarding First Aid facility according to Universal Infection Control practice
- Works closely with the college administration team during the process of enrolment, to ensure
that health information held for each student is recorded and distributed appropriately
• Works closely with the Heads of School and College Psychologist to ensure that plans for the care of individual students are being appropriately developed and implemented
• Providing administrative support in the Wellness Centre, as required
• Other duties associated with the position as reasonably directed

EXTENT OF AUTHORITY
Authority to act within established practices and to make decisions within clearly established guidelines.
REQUIREMENTS OF THE POSITION

Working Relationships:
• College Senior Leadership Team
• All staff and teachers;
• Parents and parent groups;
• Students
• Vendors and external contractors

Key Results Areas:
Behavioral Descriptors:
• Use initiative and take responsibility for all tasks undertaken.
• Exercise judgement and solve problems within the scope of the position.
• Undertake tasks with confidentiality, accuracy, professional competency and within prescribed deadlines.
• Maintain confidentiality at all times.
• Undertake safe work practices.
• Undertake other duties as directed.

Team Participation:
• Work closely and cooperatively with all staff members.
• Contribute positively and constructively with the College community.
• Ensure performance consistent with the ethos, aims and objectives of the College.
• Capacity to manage multiple reporting lines proactively and constructively.

People Management:
• Promote a work environment that empowers, motivates and develops the diverse talents of people and ensures an optimum level of appropriately skilled employees.
• Address issues and conflict resolution.

Outcomes:
• Exhibit awareness of the need for sensitivity in dealing with all members of the St Brigid’s community together with those in the wider community.
• Identify and meet internal and external customer needs and ensure that agreed customer expectations such as timely and accurate responses are met.
• Deliver exceptional customer experiences.
Experience and Qualifications:

- Timeliness, quality and accuracy of primary/tertiary health care to patients.
- Ability to utilise and manage an automated School management system.
- Demonstrated competent level of computing and administrative skills.
- Ability to maintain confidentiality of records and information.
- Ability to maintain both paper-based and electronic records and filing systems.
- Ability to deal with ambiguity, pressure and change and readily adapt to new environments and subject matters.
- Demonstrated commitment to contributing to a positive and constructive team environment.
- Demonstrated high level of organisational ability and initiative including capacity to set priorities and work to deadlines.
- A high level of initiative and ability to achieve results.
- Excellent communication and team-working skills.
- Strongly developed interpersonal and communication skills, including well developed listening and presentation skills.
- Commitment to quality communication and relationships with staff, parents, students and others.
- Ability to educate on and promote healthy living practices.
- Adhere to the College, Mercy Education Ltd, Catholic Education Commission of Western Australia Code of Conducts, Policies and practices.
- Commitment to professional development.
- Strong written and oral communication skills and the ability to represent the College in public forums and observe protocol.
- Understanding of risk management principles.
- A clear commitment to the objectives and ethos of Catholic Education.

Qualifications / Training

**Essential**

Suitable qualifications and experience in a similar role.
- Current registration with the Nursing and Midwifery Board of Western Australia.
- Current CPR (updated every 12 months).
- Have completed or prepared to undertake professional development to work toward an Accreditation to Work in a Catholic School.

**Desirable**

- Current WA “C” class drivers licence.
- Anaphylaxis and Asthma Qualifications.
- Community health and health promotion.
- Children and adolescent health care.
- A keen interest in adolescent physical and mental health.
Personal Attributes

- Initiative;
- Flexibility;
- Reliability;
- Strong people and telephone skills;
- Ability to work cooperatively as part of a team;
- Ability to work independently as necessary;
- Ability to communicate well with a wide range of people; and
- Commitment to continued professional and personal development.