



COLLEGE NURSE

The College Nurse is appointed by the Principal and is accountable to the Head of Student Wellbeing. College Nurse has specific responsibility for providing first aid, assessment, care, referral and support of students that present.

The College Nurse consults with the members of the Student Wellbeing Team and other College staff in the implementation of practices that reduce health risks for students.

The College Nurse takes on a role based on a model of Christian service and derives authority from the Principal. The College Nurse is expected to participate in the implementation the Vision of the College and be guided by the College values of compassion, justice, courage and joy in their work.

KEY RESPONSIBILITY AREAS

Health promotion and policy development

1. Share good practice about health education in the school community
2. Ensure legislated health policies are implemented, e.g. anaphylaxis and asthma.
3. Develop resources for school use as required.
4. Support SWBT team in addressing contemporary health issues facing young people.

Professional practice and accountability

1. Provide first aid to students and determine if students need referral to their parents for further care.
2. Maintain a health centre and ensure updated resources, equipment and stocks relating to health and first aid.
3. Maintain student records of student attendance and service and retain safely for the required period of time.
4. Adhere to confidentiality processes consistent with CECV and CEOM policies, OLMC protocols and procedures.
5. Ensure student health management plans and appropriate medication are provided to the College, including the Review of action and management plans annually or as required.
6. Ensure that all staff members receive up-to-date information about students with serious health issues and maintain student medical records on the College portal as required.
7. Meet with Year Level and House Coordinators, pastoral leaders and subject teachers about specific students and their needs when on camp or involved in particular activities.
8. Ensure that student medication accompanies students when they are off campus for any reason during the school day.
9. Provide first aid service on major college or large event days such as sporting carnivals and Mercy Day.
10. Be responsible for the contents and usage & maintenance of first aid kits at the college.

Professional learning

1. Maintain annual registration as a Division 1 or 2 registered nurse
2. Maintain knowledge of relevant current legislation, e.g. Nurses Act, Health and Privacy Acts, Mandatory Reporting, to provide excellence in duty of care.
3. Maintain competencies for effective nursing practice by regularly being involved in and having access to professional learning opportunities.
4. Maintain regular networking with Catholic schools nursing programs, local community health services and other professional bodies.

Child Safety

- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a safe environment and proactively monitor and support student wellbeing.

No position description can be entirely comprehensive. From time to time the College Nurse will be expected to carry out other duties, as requested by the Principal or her delegate, that are broadly consistent with this position description and the status of the role within the College.

ACCOUNTABILITY

Reports to: Head of Student Wellbeing

Internal liaisons: Student Wellbeing Team, Business Manager, Students, Staff

External liaisons: Professional associations, Catholic schools nursing programs, local community health services

CONDITIONS

This is an ongoing position in a job share arrangement. Conditions are as per the Victorian Catholic Education Multi Enterprise Agreement 2013 and OLMC employment policies.

This is a Category B Education Support Employee who works school term time only. All other time is paid holiday pay.

Hours of Work: 15.2 hours per week

2 days (8:30am – 4:36pm)
(half an hour for lunch)

Salary: TBD

Date: November 2018

SELECTION CRITERIA

Essential

1. An understanding of and commitment to the ethos of Catholic Education.
2. Division 1 or 2 Nurse Registration with recent First Aid qualification/experience.
3. An ability to triage and work effectively with adolescents and possess a sound understanding of the health needs and contemporary issues affecting adolescent health and wellbeing.
4. Energy and desire to work in an environment that values continuous change and improvement.
5. Ability to work independently without direct supervision, including competent ICT and Administration skills.
6. Outstanding interpersonal skills with the ability to communicate effectively with all members of the school community.

Desirable

1. Exposure working with adolescents or working in a school environment would be advantageous.