

1. POSITION IDENTIFICATION

POSITION TITLE	College Nurse
REPORTS TO:	Principal Director of Boarding Deputy Principal for Students
AWARD:	Congregation of the Missionary Oblates of the Most Holy and Immaculate Virgin Mary Non-Teachers' Enterprise Bargaining Agreement 2014 Classification: Nurses
WORKING PATTERN	38 hours per week 1.0 FTE (7.6 hours per day) during school terms only (40 weeks). The specific breakdown of hours and times worked in Boarding/Students Services to be negotiated with the Principal and/or Director of Boarding

2. THE ROLE

A College Nurse supports the Mazenod College's main objective of student wellbeing in the provision of primary/tertiary health care to patients appropriate to their needs and the situation in both the College and Boarding.

The College Nurse is responsible for managing the health and wellbeing of both boarding and day students and their medical needs.

The position works collaboratively with the College Leadership Team, School Psychologists, Pastoral Care and Boarding teams.

The College Nurse will demonstrate professionalism, confidence, a calm positive attitude under pressure and the ability to maintain high levels of discretion and confidentiality in all circumstances.

3. SPECIFIC DUTIES

Under Line Manager direction, the College Nurse can be expected to perform tasks within the following range:

- Supporting the Cebula residential facility in the management of student health, including medication management and administration, injury triage, and leading student support in sick bay.
- Attending Boarding parents Orientation Day.
- Referring patients to the College Psychologist, doctors, medical specialists and allied health personnel as appropriate.
- Liaising with parents/guardians, families, College Leadership Team, teachers and Heads of Year as necessary about the health needs of students.
- Administering non-prescription drugs.
- Administering medication to students, which is supplied by parents/guardians.
- Assisting students with day-to-day complex medication administration.
- Assisting staff with medical requirements for camps and excursions.
- Identifying students with significant health issues and developing Care Plans for their management in the school environment.
- Support the education of college staff about all health conditions/Care Plans of students for the purpose of enabling students to fully participate in college life.

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- Assisting with the development of strategies to address habitual attendance at Sick Bay 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 Sickbay and Boarding equipment and first aid kits throughout the campus.
- Maintaining the Sick Bay and Boarding First Aid facility according to Universal Infection Control practice.
- Working 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.
- Working closely with the College Leadership Team, Heads of Year and College Psychologist to ensure that plans for the care of individual students are being appropriately developed and implemented.
- Working closely with the Risk and Compliance Officer to ensure all statutory requirements are met and documented.
- Actively participating in the Work, Health and Safety Program in Boarding and at the College.
- Provide training to staff as required on specific health matters, including anaphylaxis management and CPR provision.
- Supporting the College community in promoting positive health outcomes, and leading sick bay supervision and data administration.
- Ensuring all first aid supplies and kits, student medications (including EpiPens) and medical records and reports are updated and current.
- Supporting the College/Boarding in ensuring that health related policies and procedures are compliant with current regulations.
- Communicating with parents to ensure that accurate and complete information about student health needs and status is provided to the College.
- Networking regularly with local community health services.
- Liaising with the Local Council and Immunisation Nurses to comply with the National Immunisation Schedule for Secondary School Students.
- Managing records using SEQTA and other College IMS.
- Other duties associated with the position as reasonably directed.

4. SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

Essential

- Suitable qualifications and experience in a similar role.
- Current registration with the Nursing and Midwifery Board of Western Australia.
- Current CPR.
- Have completed or prepared to undertake professional development to work toward an Accreditation.
- to Work in a Catholic School.
- Working With Children Check or willing to obtain.
- Education Department Criminal History Check no less than 3 months old, or willing to obtain.
- Evidence of participation in continuing professional development.

General

- Demonstrated sound oral and written communication skills, including the ability to interact with students, parents and teaching professionals.
- Demonstrated sound interpersonal skills including the ability to work as part of a team.
- Demonstrated sound organisational skills that will assist in the delivery of effective educational programs to students.
- Demonstrated ability to assist with the general health and well-being of students.
- have a current Working with Children Card and National Coordinated Criminal History Check.

Desirable

- Current WA "C" class driver's licence.
- Anaphylaxis and Asthma Qualifications
- Community health, health promotion, children and adolescent health care experience.
- A keen interest in adolescent physical and mental health.

5. Evidence of Experience

- 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.
- Demonstrated commitment to contributing to a positive and constructive team environment.
- Strongly developed interpersonal and communication skills, including well developed listening and presentation skills.
- Ability to educate on and promote healthy living practices.
- Commitment to professional development.
- Understanding of risk management principles.
- Understanding of the principles of Equal Employment Opportunity, Industrial Democracy and Occupational Health and Safety.

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