



POSITION DESCRIPTION

POSITION	College Nurse - Casual
RESPONSIBLE TO	Head of Junior School Head of Secondary School
REPORTS TO	Sustainability, Risk and Compliance Manager
SALARY	Pay rates and levels are determined in accordance with the Canterbury College Agreement 2022
DATE	February 2023

RELATIONSHIPS AND AUTHORITY:

This position reports to the Sustainability, Risk and Compliance Manager for daily operations in terms of processes, procedures and occupational health and safety on campus. The College Nurse works closely with and is supported by the Care Central Nursing and Administrative team on matters relating to medical processes and procedures. The role also collaborates with the Head of Junior School and Head of Secondary School to provide comprehensive health services to students, including addressing specific high-needs cases.

The College Nurse must be registered and licensed by the Nursing and Midwifery Board of Australia as a Registered Nurse, capable of practicing nursing independently, and assumes accountability and responsibility for their own actions and acts to rectify unsafe practice and/or professional conduct. As such, the College Nurse has the authority to determine levels of treatment required and can refer patients for collection by parents or to an ambulance upon their sole judgement.

The College's Nursing team is supported by the Administration Assistant – Care Central, who may be delegated basic first aid tasks when necessary. The Administration Assistant – Care Central also provides administrative support to the Nursing team; however, each Nurse retains responsibility for the accuracy of all medical and treatment information.

POSITION PURPOSE:

The College Nurse provides direct medical care support to the College on a day-to-day basis, including triaging students, staff, visitors or contractors reporting to the Care Central medical bay, or responding to calls for support, administering first aid, distributing medication and maintaining accurate records regarding such processes.

POSITION RESPONSIBILITIES:

As required:

- Delivery of best practice nursing services to students, staff, visitors and/or contractors
 - Administering medications in compliance with physician instructions and in accordance with the College's Substance Management Plan – Medicines
 - Maintaining and coordinating the Care Central medical bay as part of the Nursing team
 - Recording the medical bay visits of each patient
 - Maintaining accurate student medical information and records
 - Maintaining accurate and up-to-date individual student health care and emergency care plans for students with special care needs in consultation with parents/carers and/or health care professionals
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- Maintaining contact with parents/carers of all students, for the purpose of advising them of changes in student health and/or recommending further medical attention
- Liaising between school personnel, families, and health care professionals regarding student health care
- Maintaining first aid kits and College medical supplies
- Supporting the development and management of medical policies, procedures, and standards
- Compilation of data and reports as required
- Other duties as directed by the Sustainability, Risk and Compliance Manager.

PROFESSIONAL RESPONSIBILITIES:

All staff are required to contribute to the collective welfare of the College community. As such they are required to:

- Work collaboratively with their peers to meet position and departmental responsibilities
- Attend such meetings of department or College staff as requested by their supervisors
- Attend student assemblies, worship and other activities as are necessary for the smooth conduct of the College
- Model for student's appropriate dress, deportment, language, behaviour and communication
- Support colleagues in promoting the ethos and values of the College
- Conduct themselves in a way which develops respect for themselves, and the College.

ORGANISATIONAL RESPONSIBILITIES:

All employees are bound by the requirements of the College's policies, procedures and stated mission to act with integrity and in a way that shows a proper concern for the public interest, be familiar with and follow the spirit and content of the College's Code of Conduct and Values:

- Respect
- Integrity
- Community
- Scholarship
- Compassion
- Social Responsibility

This includes the College's desire to serving the community by providing a high quality of service, and the assumptions which govern the conduct of staff, which include:

- Loyalty, respect and trust
- Corporate teamwork
- Excellence and continuous improvement
- Open, fair, accountable and efficient work practices
- Staff development and concern for people
- Quality of customer service.

KEY SELECTION CRITERIA:

Essential:

- A caring responsible nature and the ability to provide the highest quality of care;
 - Excellent interpersonal and communication skills;
 - Excellent negotiation, conflict resolution and problem-solving skills;
 - Ability to multi-task, work quickly and efficiently, be organised and thorough, work in a team;
 - Minimum of 6 months of practical work experience
 - Current First Aid and CPR training;
 - Should be familiar with the state and territory drugs and poisons legislation, and relevant health department and health service policy requirements as well as relevant workplace policies, procedures and protocols.
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Desirable:

- Previous experience in TASS, Student Data Capture software.
- Previous experience in a similar role, preferably within a private school.
- Diabetes Management training.

ESSENTIAL QUALIFICATIONS AND LICENSES:

Relevant bachelor's degree

Current Registered Nurse Registration with AHPRA

Current First Aid and CPR Certificate

REQUIRED DOCUMENTATION:

Qualifications

Nursing and Midwifery Board Registration
