Position Title:
College Nurse
Part time: 0.6 FTE – 12 Month Contract

1. Purpose of position
The College Nurse is responsible for the implementation of the College Vision and Mission, College policies and the planning, organisation and efficient running of the College, in particular, the management and operation of the College Health Centre and the provision of safe, effective and quality healthcare within the College.

2. Organisational relationships
2.1 Directly responsible to the Principal, through the Director of Student Services
2.2 A member of the Occupational Health and Safety Committee

3. Key Accountabilities
3.1 Provides primary health care and first aid to students and staff
   • Manages and operates the Health Centre efficiently, providing first aid and basic medical assistance to students and staff as required during Health Centre operating hours
   • Establishes and maintains accurate and comprehensive student medical information/data, including medical history and obtaining further details from families as necessary
   • Reviews data of the health status of all students upon entry to the College via the annual medical information sheets
   • Implements, co-ordinates and documents comprehensive, safe and effective nursing interventions for students with chronic health issues eg asthma, anaphylaxis, diabetes
   • Creates and maximises opportunities to disseminate information about students health care
   • Implements crisis interventions and critical incident management as necessary
   • Maintains accurate records via SIMON of student attendance and treatment given at the Health Centre
   • Contacts the appropriate staff, parents/guardians and/or emergency services in cases of prolonged pain, head and/or back injuries and chronic conditions as required
   • Engages in collaborative practice by liaising with relevant health, education and wellbeing personnel within and outside the College, such as the Director of Student Services, Year Level Co-ordinators and Student Wellbeing staff
   • Ensures a representative of the Office of the Principal is contacted as soon as practicable in the case of staff illness or injury
   • Attends all College sporting events involving the whole school as required
   • Annually updates A.S.C.I.A. Action Plans for Anaphylaxis of students who have been prescribed an EpiPen
   • Informs parents/guardians of the College’s Anaphylaxis Management Policy
3.2 Ensures medical equipment and supplies are maintained and that medical records are updated
   • Prepares and updates Health Centre policies and procedures in consultation with the Director of Student Services and the Student Wellbeing Sub Committee
   • Orders, maintains and stores medical supplies and equipment to allow the administration of basic medical treatment daily
• Updates and maintains accurate records of First Aid Kit locations around the College, distinguishing between rooms with a First Aid Kit and rooms with a First Aid Kit and an Asthma First Aid Kit.
• Ensures First Aid Kits/Asthma First Aid Kits are fully stocked at the beginning of each term
• Ensures the Health Centre is kept hygienically clean each day and that beds are maintained and regular washing of linen occurs
• Ensures the Health Centre’s supplies and facilities are secured each day
• Checks student EpiPens and Action Plans for Anaphylaxis at the beginning of each term

3.3 Co-ordinates, organises and provides health education and promotion as a whole school community approach
• Uses an integrated approach to health promotion and engaging with the College community via ‘The Beacon’ to develop partnerships and share knowledge
• Works with the College in a whole school approach to achieve a healthy school
• Provides information and advice to students and staff regarding child and adolescent health and wellbeing
• Works with staff to identify approaches that utilise the expertise of teachers and the Nurse in the delivery of health education, including drug and alcohol education and sexual health
• Understands and contributes to the formal curriculum relating to health and wellbeing
• Plans and facilitates health education sessions ie: violence prevention, alcohol and drug education, anaphylaxis management, etc
• Co-ordinates Anaphylaxis Management training (certified course valid for 3 years) of College staff in accordance with Ministerial Order 90 and updating of staff in Anaphylaxis Management
• Co-ordinates Level 2 First Aid training of staff and ACS coaches as directed
• Co-ordinates the training and updating of staff in Asthma management
• Attends professional learning activities as required to keep informed of updated information relating to the medical treatment or wellbeing of students and staff

3.4 Actively involved in the Occupational Health and Safety of the College
• Identifies, eliminates or prevents environmental hazards within the Health Centre
• Applies fundamental nursing principles to ensure the safe administration of therapeutic substances
• Maintains and promotes standards of universal infection control including emerging infectious/epidemic illnesses and antibiotic resistant bacterial infections
• Applies nursing principles when consulting with College staff about promoting comfort and prevention of injuries for students, staff and the College community
• Initiates strategies to minimise the potential for unsafe practice within the Health Centre and follows up incidents of unsafe practice to prevent reoccurrence
• Attends OH&S Committee meetings
• Adheres to Occupational Health and Safety legislation
• Accesses appropriate training as per Occupational Health and Safety Act 2004

3.5 Acts as the College’s Return to Work Co-ordinator
• Ensures that legislation is complied with and liaises with the Principal’s Office and Business Manager regarding effected staff
• Actively works with the College’s Workcover Insurer to manage work cover claims

3.6 Attends and supports College activities such as Open Day, information nights, camps and staff conference, as required. From time to time these activities may occur outside normal working hours.

3.7 Contributes to the development and/or review of policies, procedures, protocols and guidelines within the College which impact on child and adolescent health and development
4. **Necessary Skills and Attributes**

4.1 Demonstrates an understanding and acceptance of the Thomas Carr College Vision and Mission Statement and the values that underpin it

4.2 Demonstrates respect for and commitment to the educational philosophy of Thomas Carr College

4.3 Demonstrates a strong understanding of, and commitment, to Catholic education

4.4 Able to liaise effectively with staff, students and families at all levels

4.5 Has excellent computer, written and verbal communication skills

4.6 Professionalism and confidentiality upheld at all times

4.7 Able to prioritise a range of tasks and manage time effectively to meet agreed deadlines

4.8 Demonstrates an ability and drive to comply with Thomas Carr College’s standard processes and organisational policies

4.9 Ensures that effective customer service and support is provided at all times when dealing with parents, students, staff, contractors and the general public

4.10 Prior experience within a secondary school environment would be advantageous

4.11 Pastoral Care and Child Safety
   - Provide students with a child-safe environment in which the inherent dignity of children and young people is respected and nurtured
   - Be familiar and comply with the College’s Commitment to Child Safety, Child Safe Policy, Safeguarding Children and Young People – Code of Conduct and any other policies or procedures relating to child safety
   - Proactively monitor and support student wellbeing and complies with the College’s *Student Wellbeing Support & Counselling Procedures: A Guide for Teachers*
   - Exercise pastoral care in a manner which reflects College values
   - Implement strategies which promote a healthy and positive learning environment

4.12 Demonstrates professionalism, diplomacy and integrity at all times with committed support to the Principal, College Executive and other staff members in keeping with the College values

5. **Performance Measures**

5.1 Develops an effective program to manage and operate the Health Centre and provide high quality healthcare within the College

5.2 Demonstrates knowledge of child and adolescent physical, cognitive, mental, emotional, spiritual, social and sexual health and development ie: primary health care, mental health, alcohol and other drugs, triage, sports injury, strapping, child and adolescent growth and development, sexual and reproductive health, eating disorders)

5.3 Demonstrates knowledge of child and adolescent behavior and learning ie: developmental milestones, behavior assessment, chronic conditions and disabilities

5.4 Maintains knowledge and skills in emergency management and crisis response ie: CPR, anaphylaxis, first aid, mental health risk assessment and critical incident management

5.5 Practices in accordance with the Code of Ethics for Nurses and the Code of Professional Conduct for Nurses in Australia

5.6 Develops and enhances the Colleges ability to offer safe, effective and quality health care to students and staff

5.7 Demonstrates a high level of planning and organising

5.8 Maintains accurate records and data

5.9 Is an effective team player and works collaboratively with all levels

5.10 Other measures that arise through the Annual Review Meeting

6. **Key Selection Criteria**

6.1 Essential
   - Holds current registration with the AHPRA
   - Can demonstrate a high level of understanding of the positions responsibilities
   - Has a current Victorian drivers licence
   - Able to gain and keep successful registration for a Working With Children Check and successfully passes a National Police Record History Check

6.2 Desirable
Expertise in using computer databases, the internet, email navigation, Adobe and Microsoft Office, in particular Word and Excel

Prior experience in a secondary school setting

7. **Review**
   This position will be reviewed on an annual basis.

**Employee acknowledgment**
I (the undersigned) have read and understand the content of this position description and undertake to meet the key accountabilities in an appropriate manner.

Signature: ____________________________ Date: __________

**Authorised by (Employer Representatives)**

Mrs Geralyn McCarthy, Signature: ____________________________ Date: __________
Director of Student Services

Dr Andrew Watson, Principal Signature: ____________________________ Date: __________