



## COLLEGE NURSE ROLE DESCRIPTION

<b>POSITION REPORTS TO:</b> Human Resources Manager	<b>AWARD:</b> Victorian Catholic Education Multi Enterprise Agreement (VCMEA) 2018
<b>CLASSIFICATION:</b> Salary to be negotiated	<b>TERMS OF EMPLOYMENT:</b> Part Time ongoing 0.6 (9.45am to 2.45pm)
<b>ANNUAL LEAVE:</b> Category B work during term time only	<b>REQUIREMENTS:</b> Working With Children Check (Employment) National Police Record Check Vaccination status / exemption
<b>DATE REVIEWED:</b> May 2022	<b>REVIEWED BY:</b> The Principal

Nazareth College is a Catholic Co-educational Secondary College with an enrolment of 750 students, located in Noble Park North. The Nazareth Community is committed to the safety, wellbeing, and inclusion of all students in our care.

Through learning and teaching in the Catholic tradition, we foster a culture of Faith, Wisdom and Knowledge.

### OVERVIEW OF ROLE

The College Nurse assists with promoting and protecting the health of the students, staff and visitors. They monitor the health status of the College's population and provide first aid care. As one of the first points of contact for the College, the College Nurse needs to display sensitivity, flexibility, and confidentiality in their dealings with students, staff and parents. The College Nurse will need to be a team player with strong communication skills. In addition, the College Nurse will be assisting in the Student Services area daily.

### KEY AREAS OF RESPONSIBILITY

#### Administration of Medicines

- Administer medicines and drugs to students in accordance with the student's individual medical health/management plan.
- Safely store and record all medications on site.

#### Nursing Duties

- Attend to medical needs of students, staff and visitors as required.
- Administer first aid to students for the purpose of providing emergency or necessary care.
- Be the first point of reference for First Aid and other health matters by providing basic First Aid assessments of students and staff, including pre-camp briefings and students' medical management updates, and liaising with and providing advice to staff who will be attendance on camps or other off-site activities.
- Liaise with parents prior to camps and overseas trips regarding medical and healthcare needs for their child.
- Consult with parents, college staff, and health professionals regarding general student health care.
- Support teachers, non-teaching staff and parents by explaining the special characteristic and needs of students with chronic recurring illness or disabilities.



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- Liaise with parents/college staff/health professionals regarding students identifies with health and wellbeing issues to ensure their needs are met.
- Conduct Anaphylaxis/Asthma briefings/training and any other nursing/medical briefings to staff and parents as required.
- Maintain and manage first aid supplies for all areas of the college and safely store and record all medications on site.
- Management of all student Epipens including requesting replacements (due to expiry dates) from parents.
- Selectively participate in health education programs in the College and with parent groups when appropriate.

## **School Events and Sport**

- Administer first aid as required for various school activities and occasional events including attendance at various sports carnivals.
- Maintain and provide first aid supplies for all college activities including camps, sports and events.
- Ensure that the correct medication accompanies students involved in College activities.

## **Administration and Compliance**

- Ensure all medical details of students are entered into Simon.
- Maintain accurate and confidential student and staff medical records.
- Maintain an accident and injury register in EMS 360 of students and staff treated.
- Coordinate the signing of the annual student Individual Anaphylaxis Management Plans and Asthma Management Plans with parents.
- Prepare and manage medical data and liaise with the Business Manager in relation to records of workers' compensation cases.
- Ensure medical kits for yard duty and excursions are available and stocked for the College.
- Ensure all student medical alert documents are up to date in the staff room and medical/first aid bags including the Yard Duty Medical Bags.
- Regularly check defibrillators and ensure the defibrillator battery is in working order.
- Facilitate the School based immunisation program in conjunction with Dandenong Council.
- Facilitate staff vaccinations.
- Complete the Annual Risk Management Checklist for Anaphylaxis in consultation with the Principal.
- Liaise with the Heads of Houses and the College Counsellors regularly regarding the medical care of students in accordance with College policies and procedures.
- Ensure medical supplies/equipment are kept up to date, in date and are re-stocked, when needed.
- Review and update first aid and health related policies and procedures as required.
- Member of the OH&S Committee.

## **Wellbeing**

- Work with the Director of Wellbeing and Deputy Principal – Teaching and Learning to assist with the development and delivery of positive education/health programs for students when required.

## **General Duties**

- Project and other work as directed by the Human Resources Manager within the scope of this role
- Assist in the Student Services area daily.
- The College Nurse will be based in the Student Services Area.
- Actively participate in professional development opportunities as they become available.



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- Maintaining a high level of confidentiality with respect to documents containing personal and financial information about members of the College Community, including ensuring that records are secure and not accessible to unauthorised persons.
- Ensuring school process and policies relating to first aid are complied with.
- Operate the first aid area efficiently, maintaining a clean and well organised area.
- Work flexibly and as part of a team in the pursuit of the College's Mission and Values.
- Promote the benefits of Nazareth College and, where appropriate, be involved in the securing of enrolments.

## EXPECTATIONS

- Exercise a shared responsibility to ensure that the mission of the Catholic Church is brought to life in the College. The role is predicated on the belief that to be effective, the work will be informed by a vision of Catholic education that is Gospel based, people centred, inclusive and holistic.
- Accountability and efficiency in the carrying out of the duties of the position.
- Committed to the safety and protection of all students at the College.
- Be approachable and responsive to students, staff and parents.
- Show initiative and energy in all matters pertaining to the role.
- Timely follow-up and communication of the highest standard with staff, students, families and key stakeholders.
- Knowledge of Child Safety policies and protocols.
- Foster an environment of professional trust, empowerment, and learning.
- Exercise discretion when handling confidential and sensitive information.
- Attend College functions, meetings and events as required.
- Understand and adhere to College policies and procedures.
- Show collegiate support of all staff.
- Participate in appropriate professional learning and appropriate professional networks to broaden knowledge and improve practice.
- Interact positively and proactively with all members of the school Community to build strong relationships.
- Communicate information of a serious nature to the Principal, or Leadership Team.

## VACCINATIONS

Employees at Nazareth College are required to meet any State or Commonwealth government mandatory vaccination requirements for education facilities and staff are required to provide evidence of meeting these vaccination requirements as a condition of employment.

## CHILD SAFETY

Every person employed or volunteering at Nazareth College has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make. Ministerial Order 870 requires Nazareth College to implement child safety standards and to accommodate and take the needs of all children in account when creating a child safe environment.

## OCCUPATIONAL HEALTH AND SAFETY

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to.

## OTHER DUTIES

- No position description can be entirely comprehensive, and the incumbent will be expected to carry out such other duties as requested by the Principal or delegate as may be required



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from time to time and are broadly consistent with the responsibilities of this position description.

- The position will, from time-to-time may require attendance outside normal hours.

## **SELECTION CRITERIA**

Nazareth College, Noble Park North recognises and values the unique gifts, talents, and experience of each applicant. The criteria listed below will inform the selection process

1. Support of the vision, mission and Catholic Ethos of our learning and faith Community.
2. Registered Nurse (RN) or Enrolled Nurse (EN) (with medical endorsement).
3. Minimum of 2 years working as a primary health care nurse or school nurse or adolescent health nurse in a clinical situation.
4. Anaphylaxis and Asthma Qualifications.
5. Ability to manage competing priorities and deadlines.
6. Excellent communication skills, both written and verbal.
7. A keen eye for detail.
8. Demonstrate a professional, helpful, and friendly attitude.
9. Excellent ICT skills and proficiency in the use of MS Office applications.
10. Well-developed organisational and interpersonal skills including a demonstrated ability to work effectively, independently, and collaboratively in a team environment, including the ability to manage information and correspondence with confidentiality, discretion and diplomacy with staff members, students, parents/guardians, and key stakeholders.

## **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 Principal or Representative**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_