



COLLEGE NURSE (Part-Time) POSITION DESCRIPTION

POSITION REPORTS TO: The Principal	AWARD: The Catholic Education Multi-Enterprise Agreement 2022 (CEMEA)
CLASSIFICATION: Salary to be negotiated	TERMS OF EMPLOYMENT: To be negotiated
ANNUAL LEAVE: Category B work during term time only	REQUIREMENTS: Working With Children Check (Employment) National Police Record Check Academic Qualifications
DATE REVIEWED: October 2023	REVIEWED BY: The Principal

CONTEXT

A Catholic school is responsible for ensuring the highest value is placed on leadership and vision in educating young people about the Church's mission of faith development.

Nazareth College is a Catholic Co-educational Regional Secondary College established in 1986. It is a learning community centred on the person of Jesus Christ. We foster a culture of Faith, Wisdom, and Knowledge through learning and teaching in the Catholic tradition.

***'...for all of you are the children of God, through faith, in Christ Jesus (Galatians 3:26)
Nurturing an inclusive and diverse culture.'***

Nazareth College acknowledges Aboriginal and Torres Strait Islander peoples as the traditional custodians of the lands where we live, learn and work. The Nazareth community is committed to the safety, wellbeing, and protection of all children in our care.

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 and abide by relevant legislation and professional obligations. The College Nurse will need to be a team player with strong communication skills.

Catholic schools are places where the sacred dignity of each person is recognised, respected, and fostered. Nazareth College takes an integrated and collaborative approach to building and strengthening a safe and respectful school community which is safe. The partnerships between staff are pivotal in Nazareth College students' learning, wellbeing, and empowerment.

The College Nurse will actively support and promote the values inherent in a Catholic school, be highly professional in all aspects of the role and display proficiency in organisation, communication, consultation, and decision-making. They must be familiar with and comply with the College's Child Safety and Wellbeing Policy and the Code of Conduct. They will provide students with a child-safe environment, proactively monitor and support student wellbeing and exercise pastoral care that reflects school values.

KEY TASKS

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, and the College may modify the position description in consultation with the incumbent, depending on the operational needs and requirements of the College.



KEY AREAS OF RESPONSIBILITY

MEDICAL MANAGEMENT

- Communicate to staff medical management and/or action plans of students with a diagnosed medical condition.
- Liaise with parents to ensure that the medical needs of all students and prospective enrolments are planned and catered for.
- Coordinate health support planning during the enrolment process of a student with a diagnosed medical condition and/or upon notification of new medical condition of an enrolled student, ensuring that an authorised medical management plan is documented and held by the school.
- Coordinate the recording and management of medical management plans.
- Coordinate the storage and administration of medication to students as per school policies and procedures.
- Safely store and record all medications on site as per school policies and procedures.

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 at 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, staff, and health professionals regarding general student health care.
- Support Staff to support students with acute or chronic health care needs or disabilities.
- Liaise with parents/college staff/health professionals regarding students 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 preventative 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.
- Organise CPR, First Aid and other relevant training for staff.
- 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.



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- 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.
- Complete the Annual Risk Management Checklist for First Aid in consultation with the Principal.
- Work with the Director of Wellbeing and relevant staff to assist with the development and delivery of positive education/health programs for students when required.
- Liaise with the Heads of Houses and counsellors 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.
- Be a member of the OH&S Committee.

GENERAL DUTIES

- Project and other work as directed within the scope of this role.
- Assist in the Student Services and Reception area as required.
- Actively participate in professional development opportunities as they become available.
- Maintain 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 processes 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.

PROFESSIONAL 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.
- An employee, neither during nor after the period of employment/engagement with, except in the proper course of their duties or as permitted by the organisation or as required by law, divulge to any person any confidential information concerning: The business or financial arrangement or position of this organisation or any related entity; The personal, wellbeing or financial information of any student, staff member or any related stakeholder or any of the dealings, transactions or affairs of the organisation or any related stakeholder.
- Attend Staff and other meetings as required.
- Participate in an Annual Review.
- Maintain professional knowledge by attending educational workshops, reviewing publications, establishing personal networks, and participating in professional societies.
- Attend and support 'out-of-hours' events in the life of the College, such as Formals, Presentation Evening, Parent Nights, and Performing Arts events as appropriate.
- The role requires a broad knowledge of the life of the College and a willingness to give of oneself rather than simply giving of one's time.
- Attendance at Open Day/evening is compulsory.
- The position will, from time-to-time may, require attendance outside regular hours.
- All employees at Nazareth College are to follow College policies and procedures.
- Ensure Nazareth College continues to build its reputation as a school of choice.
- Their demeanour, respect for others, and support and involvement will provide an exemplary example to staff and students.



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- Know of and be active in promoting child safety policies and protocols.
- 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.
- Foster an environment of professional trust, empowerment, and learning.
- 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.
- Other duties, as directed by the Principal.

PASTORAL CARE

- Contribute to the fostering and development of student wellbeing.
- Exercise pastoral care in a manner that reflects College values.
- Implement strategies that promote a healthy and positive learning environment.
- Build a culture of openness and transparency that engages student voice and participation.

CHILD SAFETY

Every person employed at Nazareth College is responsible for understanding the role they play individually and collectively to ensure that the care, wellbeing, and safety of all students is at the forefront of all they do and every decision they make. The College is committed to ensuring that all staff act in a manner that promotes the inherent dignity of every student and their fundamental right to be respected and nurtured in a safe school environment. Ministerial Order 1359 requires Nazareth College to implement child safety standards and to accommodate and take the needs of all children into account when creating a child-safe environment. This commitment includes regular learning opportunities in relation to child safety, protection, and wellbeing.

OCCUPATIONAL HEALTH AND SAFETY

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

SELECTION CRITERIA

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

1. A commitment to support the Catholic ethos of the College.
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. Demonstrate a professional, helpful, and friendly attitude that is inclusive of all staff and students.
8. Excellent ICT skills and proficiency in the use of MS Office applications.
9. An understanding of the connections between pastoral, academic, social, spiritual, cultural, sporting and creative factors that work together to provide a dynamic learning community committed to the wellbeing of the whole person.
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.
11. Sound understanding of Child Safe standards and Mandatory Reporting requirements and a strong commitment to providing a child-safe environment



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12. Promote the cultural safety, participation and empowerment of students and their families identified as vulnerable, students with a disability, linguistically and culturally diverse students and Aboriginal and Torres Strait Islander students

KEY ORGANISATIONAL RELATIONSHIPS

INTERNAL	EXTERNAL	MEETINGS
Principal Deputy Principal Staff Students	Parents Professional Networks MACS	Staff

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.

Name

Signature.....Date

AUTHORISED BY PRINCIPAL OR REPRESENTATIVE

Name

Signature.....Date
