



TEMPORARY PART-TIME SCHOOL NURSE ROLE DESCRIPTION

1. Role Purpose:

The primary role of the School Nurse is to manage the health of students and as required staff and visitors. The School Nurse is responsible for maintaining programmes which protect and maintain the health and safety of the school community within the framework of the school's philosophy.

2. Role Reporting:

The School Nurse is responsible to the Principal through the Deputy Principal – Students

3. Responsibilities:

3.1 Promotes and protects the optimal health status of students by:

- Monitoring the health status of the school population
- Providing first aid care and access to medically prescribed services
- Providing health education to students
- Developing policies, procedures and standards for health procedures

3.2 Provides health assessments

3.3 Develops and implements health care plans through:

- Providing information for modification of school programmes to students' health needs
- Monitoring student medication and health plans ensuring they are regularly updated
- Identifying and attending to risk management issues arising out of College activities relating to first aid
- Producing and publishing annual information and management plans for students with Anaphylaxis, Diabetes and Epilepsy
- Annually updating student records on TASS

3.4 Promotes and assists in control of communicable diseases through:

- Preventative Immunisation programmes, early detection, surveillance and reporting of contagious diseases
- Promotes immunisation in the school population
- Coordinating student vaccinations with NSW Health and liaising with administration
- Coordinating the Flu vaccination programs for College staff

3.5 Acts as a Resource Person for Staff

- Provides health counselling and support for staff
- Ensure that the availability of the Nurse and relevant first aid personnel is communicated (such as offsite for camps)

3.6 Complies with documentation, legislative and policy requirements.

- Participates in WHS meetings and risk management committee requirements
- Organises the upkeep of medical equipment and first aid supplies at various locations throughout the school

3.7 Responsibility for health centre management by maintaining student medical records and providing all statistical records regarding illness/injury reporting.

4. Key Qualities of the Role:

- Registered nurse with current registration certified by the NSW Nurses' Registration Board
- Annual assessment and certification of cardiopulmonary resuscitation (CPR)
- Current NSW Working with Children Check
- Recent Triage or First Aid experience
- Compliant with NSW Health's Screening and Immunisation Policy
- Ability to collect and record accurate medical data
- Ability to work independently
- A sound knowledge of Work Health & Safety
- Must be flexible according to the needs of the College community
- Current driver's licence
- Evidence of participation in ongoing nursing and interdisciplinary educational activities
- Organisational and competent Information Technology skills

5. Requirements

It is a requirement that the School Nurse is loyal to the ethos of the College and the Edmund Rice Charter and will demonstrably enact College Policies and support the College Leadership Team (CLT) and Principal.

Knowledge and experience

- Experience in a school environment

Practical and specialist skills

- Advanced administrative skills
- High computer literacy in a Mac and Windows environment

Competencies

- **Accountable**

Delivers on commitments, takes responsibility for actions, decisions and outcomes and ensures the same of others.

- **Attention to Detail**

Thoroughness in completing all tasks with high concern for accuracy, quality and doing things properly. Follow established procedures where applicable.

- **Customer focus**

Identifies and understands students and staff needs and builds collaborative relationships with both internal and external customers to satisfy needs.

- **Decision Making**

Ability to recognise problems or opportunities, analyse alternatives, consider options, make sound judgements and choose an appropriate course of action to achieve desired outcomes/solutions.

- **Responsive**

Acts quickly in answer to requests/demands and changing environment and expectations. Identifies and acts on opportunities.

- **Teamwork**

Willingness to participate as a member of a group that shares a common interest working together cooperatively and productively to achieve results. Effective contributor that interacts within the group and participates in activities.