

Job Description

POSITION: College Nurse

REPORTS TO: Business Manager

DEPARTMENT: Business and Operations

DATE APPROVED: 18 November 2024

Position Purpose

The purpose of this role is to provide a quality College nursing service in relation to primary health care, health education and ongoing medical treatment and referrals, in a physical and emotionally nurturing environment.

Organisation Environment

Belmont Christian College operates within a unique and spiritually nurturing environment that deeply values child safety and combines strong academic and wellbeing foundations with Christian values.

The position is situated in the Business and Operations Team to promote the health of the College population. It is a Permanent part-time role during term time (Seven hours a day, five days a week, forty weeks per annum).

The College Nurse cares for the physical, psychological, and emotional health and wellbeing of each student and provides primary health care to the entire College community, within the framework of the College's vision and mission. The College Nurse plays a key role in assessing, treating and educating students in all areas of their health and acts as an advocate for students and their best health interests.

Key Accountabilities

Area of Accountability	Major Activities	Performance Indicators
Christian Leadership	<p>Demonstrate a Christ-like example in the College ensuring that:</p> <ul style="list-style-type: none"> ● All activities are undertaken with a strong Christian commitment and focus. ● Christian servant leadership is exercised with staff, students, parents, and the wider community. ● Perform day-to-day duties prayerfully and consistent with a Biblical lifestyle with the aim of bringing glory to God. 	<p>Strategies and actions are aligned to the College's vision and mission. Conduct is aligned to behaviours outlined in the Statement of Faith and Codes of Conduct.</p>
Health Care Services	<ul style="list-style-type: none"> ● Monitor the health status of the College community on an ongoing basis and take any appropriate preventative steps or responses in relation to medical issues. ● Provide a timely medical response to accidents and emergencies as required. ● Undertake triaging, treatment and referral of illness and injury to students and staff in a nurturing and caring manner. ● Manage individual medical action plans for students with chronic illnesses and where health risks have been identified (asthma, diabetes, anaphylaxis etc). ● Provide, in a physically and emotionally supportive environment, health related counselling and crisis management on issues relating to aspects of child/adolescent health. ● Liaise with parents, staff, external agencies and other health professionals regarding the treatment and care of students. ● Act as an advocate on health-related issues for students. ● Provide support and technical advice to staff in relation to health matters particularly during events such as Swimming and Athletics Carnivals, 	<p>Clinical care and advice is provided in a professional and timely manner. Appropriate treatment and referral of cases. Students with chronic illnesses receive the clinical support needed at the College.</p>

	<p>excursions, College camps and orientations.</p> <ul style="list-style-type: none"> ● Attendance at College camps (including overnight) when required. 	
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Health Education	<ul style="list-style-type: none"> ● Encourage and support parents/carers in the management of identified health related problems of their children. ● Act as a resource member to the Wellbeing Team, as required, to support health counselling and health education activities. ● Provide training to staff on various health related topics such as asthma, diabetes, EpiPen, defibrillator. ● Provide health education on a one-to-one basis during health centre visits. ● Participate in the health education curriculum, if required, by acting as a resource and support person to teachers, students and their parents. 	Education and resources are accurate and timely.
Health Care Administration	<ul style="list-style-type: none"> ● Maintain an updated database of student health records as provided by parents. ● Maintain accurate medical records. ● Ensure confidentiality and privacy of medical records in accordance with regulatory guidelines. ● Contribute to the development of health related policies and procedures, as required by the Business Manager. 	No breaches of confidentiality. Records are accurate and kept up to date.
Management and storage of medication and health related equipment	<ul style="list-style-type: none"> ● Responsible for ensuring all health-related equipment and medication are stored and maintained as per regulatory requirements. ● Storage of medication in a secured and supervised environment. ● Arranging the disposal of used/contaminated/hazardous materials. ● Maintaining current medication and First Aid supplies (including on and off campus First Aid kits). 	Medications are stored in accordance with regulations. Health and first aid equipment and supplies are in stock and available.

	<ul style="list-style-type: none"> • Arranging external maintenance and repair of equipment. 	
Duty of Care	<ul style="list-style-type: none"> • To provide a duty of care, that is, to take all reasonable steps to ensure the wellbeing of the student whilst under the care and supervision of the College Nurse. • To maintain and promote the principles of workplace Health and Safety within the workplace in accordance with policy including taking appropriate action in relation to identified hazards and risks to ensure the safety of self and others. 	No incidents of misconduct in relation to student safety and wellbeing.

Key Communications

Internal

- Teaching staff, Heads of School, Deputy Head of Secondary, Wellbeing and Deputy Principal to jointly support student health and wellbeing.
- Business Manager and Assistant Business Manager to jointly support staff health and wellbeing.
- Students - to access, treat and educate students in all areas of their health.

External

- Parents and families - to support and educate parents and families on health related issues of their children.
- Third party health professionals - in the referral and joint-care of members in the College Community.

Challenges

Prioritising and attending age-appropriate health care needs across the College given it is a large College with over 900 students and 150 staff.

Supporting students and families with complex health care needs given that families can present with a range of emotions and communication styles on these issues.

Decision Making

The position can independently make decisions in relation to student health care and referral. Decisions involving complex health care and broader trends should be made in consultation with academic leaders and Wellbeing staff. Issues relating to child safety, regulatory compliance must be reported and escalated to senior leaders for decision.

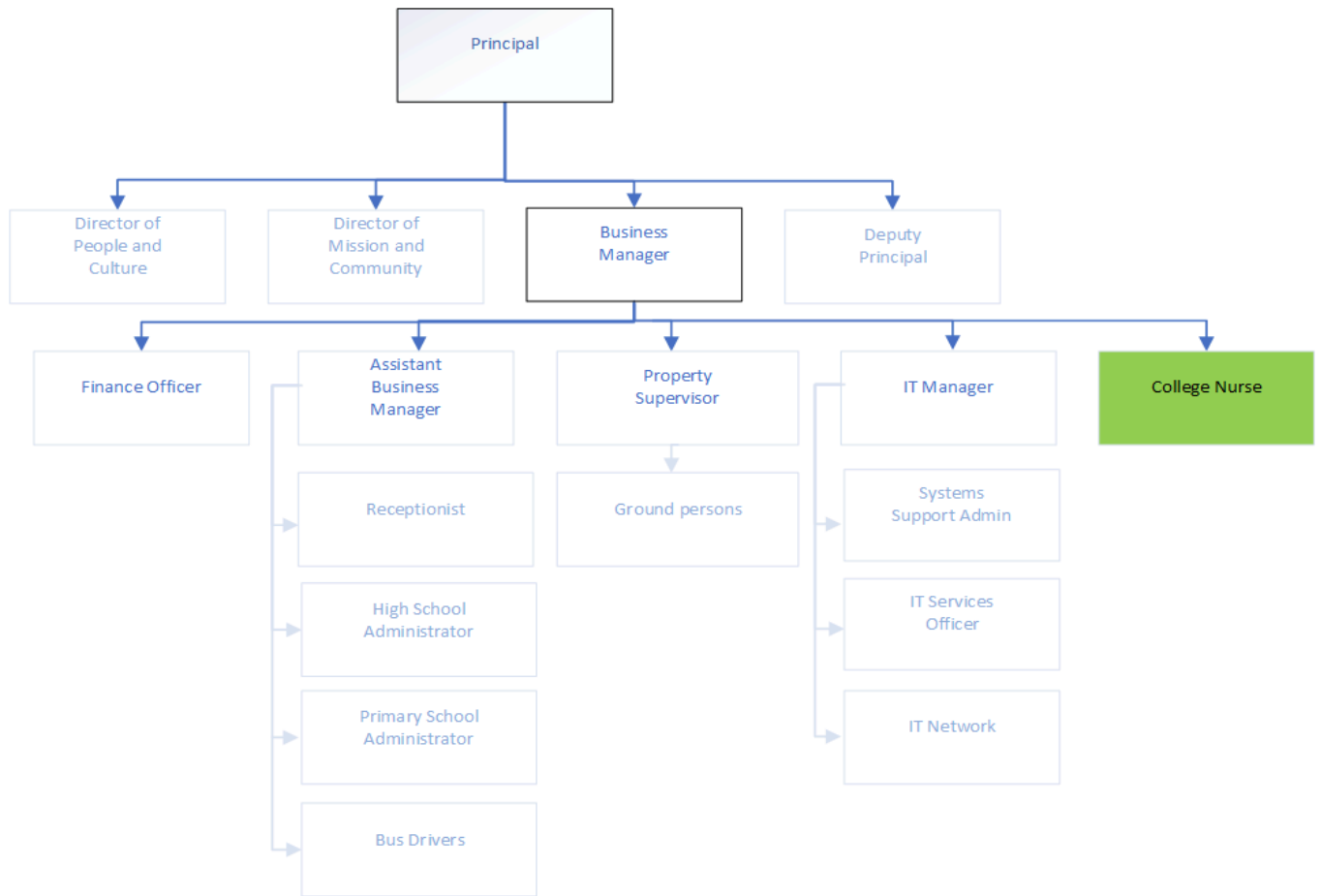
Position Dimensions

Asset responsibilities - first aid kits/resources, medications and medication records.

Knowledge, Skills and Experience

1. It is an inherent requirement of the role that the incumbent have a personal relationship with Jesus Christ, actively attend their local Church, and willingly support the vision and practice of the College as stated in:
 - o the College Statement of Faith,
 - o the Staff Pledge that is recited annually at the Staff Commissioning Service, and
 - o the College Codes of Conduct.
1. Knowledge of and a deep commitment to child safety in an education setting.
2. Current Working with Children Check.
3. AHPRA registered Nurse with experience in a paediatric or education setting.
4. Substantial clinical skills including triaging, treatment, and referrals as well as management of individual management action plans for students with chronic illnesses or health risks.
5. The skills and experience to maintain quality, safety and infection control standards.
6. Up to date skills and accreditation in basic life support.
7. Basic computer skills (Word, Excel, Outlook, Database).
8. Current Driver's License.
9. Ongoing compliance with Child Safe policy and legal requirements.
10. Demonstrated skills and experience in the following attributes:
 - a. Working with people
 - b. Deciding and initiating action
 - c. Following instructions and procedures
 - d. Adapting and responding to change
 - e. Accuracy and detail oriented
 - f. Maintaining confidentiality and professional boundaries with stakeholders.

Organisation Chart



Selection Criteria

1. It is an inherent requirement of the role that the incumbent have a personal relationship with Jesus Christ, actively attend their local Church, and willingly support the vision of the College.
2. Knowledge of and a deep commitment to child safety in an education setting.
3. Current Working with Children Check.
4. AHPRA registered Nurse ideally with experience in a paediatric or education setting.
5. Substantial clinical skills including triaging, treatment, and referrals as well as management of individual management action plans for students with chronic illnesses or health risks.

6. The skills and experience to maintain quality, safety and infection control standards.
7. Up to date skills and accreditation in basic life support.
8. Basic computer skills (Word, Excel, Outlook, Database) or willingness to obtain.
9. Current Driver's License.
10. Ongoing compliance with Child Safe policy and legal requirements.
11. Demonstrated skills and experience in the following attributes:
 - Working with people
 - Adapting and responding to change
 - Accuracy and detail oriented
 - Maintaining confidentiality and professional boundaries with stakeholders

Signature

Incumbent name

Incumbent signature

Date