

Position Information Document

College Nurse

Context

As a Catholic college in the Marist tradition, Sacred Heart College is “a centre of learning, of life, and of evangelising.” Marist schools lead their students and staff “to learn to know, to be competent, to live together and most especially to grow as persons” (Institute of Marist Brothers of the Schools, 1998, [126]).

The College Nurse provides care for the physical well-being of each student, providing primary health care to the students of our community in line with the College’s ethos and values. The College Nurse acts as an advocate for student health and well-being and for their best health interests at all times.

Broad Purpose

The primary function of the College Nurse is to facilitate providing primary health care to the students of our community.

The College Nurse will:

- Understand, support and contribute to the Catholic dimension and values of the College;
- Undertake their role in a manner which is friendly, positive and supportive of others;
- Communicate with families, staff and students in a personable and supportive manner;
- Demonstrate commitment to maintaining confidentiality of personal records and information;
- Demonstrate a willingness to support change and progress throughout the College;
- Possess experience, qualifications and relevant skills in the provision of quality health care;
- Be experienced in a similar role, and/or in a school or college environment; and
- Hold current registration as a nurse by the Nursing and Midwifery Board of Australia (AHPRA), including production of a current practicing certificate

Qualifications and Experience

Essential qualifications and experience

- Hold current registration as a Registered Nurse with AHPRA; and
- Hold a current South Australian Drivers Licence.

Desirable qualifications, skills and experience

- Experience working in a school or college environment;
- Sensitivity to students of all learning capacity, cultural diversity, and additional needs; and
- Experience with SEQTA and the Google Suite.

Personal attributes

- Understanding and support of the Catholic and Marist traditions, culture and ethos;
- Friendly, positive and supportive of others;
- Willingness to be flexible and adaptable;
- A commitment to maintaining confidentiality of personal records and information; and
- A willingness to support progress or change.

Key Areas of Work

First Aid

The College Nurse will:

- Deliver First Aid to all students and staff at the College as required;
- Provide and maintain First Aid Kits at key areas throughout the College and Boarding Houses as required by WHS;
- Provide First Aid Kits for all sporting teams, excursions and camps, and coordinate the collection and return kits for restocking or at the end of the required period; and
- Maintain accurate records of all treatments, medication and First Aid provided, as well as complete incident reports as necessary in line with WHS requirements

Boarders

The College Nurse will:

- Oversee and support the health care of all boarders;
- Arrange medical, dental, physiotherapy and other health care appointments as necessary with local or nominated health care providers;
- Liaise with parents and Boarding House staff in the support of students and seek advice and assistance from other medical bodies where appropriate; and
- Maintain accurate and personal records for the health care of all boarders.

Vaccinations

The College Nurse will:

- Arrange vaccinations for boarders and College staff, in line with legal requirements;
- Assist the City of Holdfast Bay Council with distribution and collection of forms, liaising with them as needed in regards to arrangements necessary for vaccinations; and
- Maintain accurate records of all correspondence and transactions.

Day to Day Duties

The College Nurse will:

- Keep and maintain thorough and detailed records of all students who attend the Health Care Centres;
- Ensure parents and staff, such as Student Counsellors and Teachers, are aware of any relevant situations regarding the health and well-being of students;
- Liaise with relevant staff regarding perceived reckless or irresponsible student behaviour that may have or has caused injury or harm to themselves or others;
- In collaboration with other Health Care staff, review processes and procedures of the Health Care Centre, including information for the Student Diary for the following year; and
- Provide health-care advice to staff and students as needed, such as involvement on committees including but not limited to the WHS Committee.

General

The College Nurse will perform any other duties in line with your current classification as required from time to time at the discretion of the Principal

Other certifications

The employee must acquire and maintain:

- current Working With Children Clearance to work in Catholic Education SA;
- current police clearance – with no financial convictions or disqualifications;
- approved Mandatory Notification training (Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate);
- First Aid certificate or qualification (as applicable);
- currency of practice and relevant certifications or registration required for the safe and effective execution of the role; and
- awareness of, and compliance with, clearance and screening requirements for employees, volunteers and contractors.

Workplace health and safety

Workers have a responsibility to:

- take reasonable care for their own health and safety;
- take reasonable care to not adversely affect another person at work through acts or omissions;
- follow reasonable instructions given to ensure health and safety; and
- cooperate with reasonable policies and procedures made available to staff, which are designed to protect people at work.

In practical terms this means to:

- use appropriate equipment and safe work procedures designed to ensure health and safety;
- participate in training programmes as requested;
- report unsafe/unhealthy conditions (hazards) in their work environment;
- report incidents or near misses which have or could have caused injury; and
- become familiar with and follow the policies, procedures and information about WHS available to staff on CompliSpace.

Behavioural Expectations and Fair Treatment in the Workplace

Employees of Sacred Heart College are expected to:

- comply with the Code of Conduct for Staff Employed in Catholic Education SA;
- comply with legislation, policies, procedures and protocols regarding the non-acceptance of any unfair workplace treatment – discrimination, harassment and/or bullying; and
- report any concerns and/or ask questions or seek assistance regarding anything you are unsure about.

Performance review

All employees are required to proactively participate in the College's Performance Development Program including periodic review

Conditions of employment

Employer:	Sacred Heart College
Award:	South Australian Catholic Schools Enterprise Agreement 2020
Category:	Other Professionals Stream

Classification:

Grade 5

Prime location:

Either Marcellin Campus, Somerton Park or Champagnat Campus, Mitchell Park, but with flexibility to work at any College site as required.

Reporting/working relationship

Line management from:

Director of Business

References

Institute of Marist Brothers (1998). *In the Footsteps of Marcellin Champagnat: A vision for Marist education today*. Institute of the Marist Brothers of the Schools; Sydney, Australia.