

Position description

COLLEGE NURSE



REPORTING TO:	Business Manager
APPOINTMENT:	Full Time, Ongoing
CLASSIFICATION:	PVCC Enterprise Agreement 2020

ABOUT THE COLLEGE

Plenty Valley Christian College (PVCC) is a kindergarten to Year 12, co-educational Christian College of approximately 870 students. We are one College with five sub-schools: Kindergarten, Early Years, Junior Years, Middle Years and Senior Years.

The College is set in a magnificent rural area with spectacular views to the ranges. Plenty Valley Christian College is committed to developing high quality effective Christian education and is an active member of a national network of Christian schools in Australia known as Christian Education National. We are committed to the establishment of a close partnership with parents in the education of their children. Our aim is to offer quality education with a fully integrated Christian worldview, develop a strong sense of community amongst the students, parents and staff with every staff member playing a role in the pastoral care of the students. PVCC offers the respected Arrowsmith Program.

EMPLOYEES

Staff at PVCC are selected on the basis of outstanding professional and personal qualities. Expectations include:

- Appropriate qualifications, training and experience for their role
- Participate in, and be willing to lead, Christian devotions for whole staff meetings
- A clear sense of calling and desire to work within a Christian school
- The ability to model the values and character qualities of biblical Christianity in their personal life and within the College community as part of their professional duties
- A demonstration of high standards of personal presentation, preparation, communication with other staff and parents, and respect for the ethos and protocols of the College
- A commitment to ongoing development and maintenance of a Child Safe culture within the College

THE ROLE

The College Nurse position is a role which encompasses catering for the first aid needs of the College and to ensure the adequate care of students with special needs, such as anaphylaxis, asthma, diabetes, epilepsy and students with medication requirements. The College Nurse is responsible for the general care and first aid for staff, students and volunteer parent helpers. Additionally, the College Nurse will organise staff annual first aid requirements and maintain accurate records of training and treatment.

POSITION OBJECTIVES

To provide a high standard of service at Plenty Valley Christian College in accordance with College policies and procedures. As part of the Support Staff team, and as a member of a Christian learning community, the College Nurse plays a pivotal role in ensuring the safety of staff and students in a manner that is consistent with the values of the College and Biblical principles.

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RESPONSIBILITIES

The College Nurse is responsible for providing first aid treatment to College staff, students, volunteers and visitors and maintaining accurate records for any treatment provided. The College Nurse works closely with parents and staff to ensure the special medical needs of students are met and with the Learning Support and Wellbeing Teams for the holistic care of students. There is a strong focus in this role on compliance with College policies and procedures, as well as relevant legislative requirements.

The College Nurse will:

- Model Christian leadership and promote the College and Christian education
- Provide a child safe environment in accordance with the child safe standards and obligations
- Maintain high standards of professional communication with all stakeholders
- Work closely with the Deputy Principal with wellbeing aspects of the role

SPECIFIC DUTIES:

Typical duties of the College Nurse include (but are not limited to):

Management of Sick Bay

- Treatment of all students (or staff) requiring First Aid or who present with an illness
- Maintain cleanliness of Sick Bays at all times
- Regular checking of stock, especially emergency supplies (snake bite bandages / asthma medication / EpiPens)
- Regular restocking of all first aid bags and cabinets throughout the College, especially in sports departments
- Prepare first aid supply for camps / excursions, etc., as necessary
- Maintain secure but accessible storage of student EpiPens, asthma puffers, etc.
- Ensure EpiPens go out with students participating in excursions, sports events, camps, etc., and make sure they are returned to the Sick Bay
- Maintain the College medication register, entering all medication dispensed to staff and students
- Ensure defibrillators are in working order through regular checking / maintenance and staff are aware of their locations throughout the College
- Ensure emergency EpiPens are available throughout the College and marked on the College map
- Ensure the sick bay is staffed during student recess and lunch break times

Administration

- Ensure that an up-to-date medical form is completed by the parent or guardian for every student each year and enter same on College data base
- Ensure that an up-to-date medical form is completed for and by each staff member annually and enter same on College data base
- Obtain asthma plans for all students with medically diagnosed asthma
- In consultation with parents, obtain treatment plans for all students with special needs, such as anaphylaxis, diabetes, epilepsy, etc.
- Supply teachers with up-to-date medical information for students in their class, especially those with asthma, anaphylaxis, epilepsy, diabetes, etc.
- Record all treatment, noting time and duration and contact parents by phone whenever necessary
- Record all sick bay visits and alert teaching staff to any alterations in attendance via SEQTA / Teams
- Propose and manage the first aid budget in consultation with the Business Manager
- Order first aid supplies as necessary throughout the year

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- Coordinate and plan First Aid training within the College and maintain a register of qualified staff. Advise staff when renewal of First Aid qualification is required
- Manage school based vaccination programs in conjunction with the council service providers
- Notify appropriate parents and staff in the event of an outbreak of headlice and communicable diseases, such as chicken pox, etc. Notify government authorities of reportable outbreaks
- Develop and amend procedures and policies pertinent to the management of sick bay and first aid at the College
- Recommend and implement school policies to comply with current health laws
- Assist General Office with administration tasks when time permits
- Report to WorkSafe any reportable incidents
- Work closely with the Administration Team to ensure the First Aid room is always accessible
- Work with HR to ensure up-to-date records for any new staff
- Work closely with staff in Plenty Kids team to ensure compliance with all relevant governmental policies and procedures
- Work closely with the reception staff to ensure the Early Years First Aid room is stocked and staff are supported during the day to day operations of the Early Years First Aid room
- Presentation of biannual College first aid updates

Other Duties

It should be noted that this position description, although detailed, is not exhaustive and the Business Manager may, at their discretion, vary the responsibilities of the College Nurse as operational situations arise, consistent with this position within the College.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

All staff at the College work closely within their assigned teams. The College Nurse reports directly to the Business Manager. The College Nurse has the authority to take such action as is necessary to ensure the health and safety of students are maintained within the College grounds and on approved activities outside the College. The College Nurse, in consultation with the Deputy Principal, may be responsible for making recommendations to the Principal on matters relevant to the operation of the group in which they are working.

ESSENTIAL SKILLS AND COMPETENCIES (KEY SELECTION CRITERIA)

- Essential Requirements** of College spiritual life, including active participation in and occasional leading of, Christian devotions
- Exemplary display of Christian ethics and activity
 - Good understanding of, and commitment to, the vision and philosophy of the College
 - Valid nursing qualification or Level 3 First Aid qualification
 - A high standard of personal presentation and integrity
 - Physically able to perform the duties of the role
 - Current Working With Children check (mandatory)
 - Hold and maintain an approved:
 - Emergency asthma management qualification
 - Management of anaphylaxis qualification

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Specialist skills

- Previous experience at a similar organisation highly desirable but not essential
- Registration with the relevant health authority desirable, but not essential
- Knowledge of infection control procedures
- Ability to manage emergencies in a calm and professional manner
- Excellent communication skills and the ability to relate to both students, staff and the wider community
- Demonstrated community and customer focus attributes, including the ability to respond promptly and courteously to a diverse range of service needs in a helpful manner
- Demonstrated knowledge of computer skills, including basic Windows, Microsoft Office, internet and email
- Ability to build strong professional relationships
- Ability to manage time and prioritise tasks to achieve set outcomes

Interpersonal skills

- Outstanding interpersonal and communication skills, with demonstrated ability to build relationships and rapport and interact effectively at all levels of the College
- Flexibility and commitment to teamwork and collaboration
- Interact with people on all levels and maintain a high degree of confidentiality and trustworthiness
- Punctuality
- Ability to work independently and as part of a close-knit team

COMPLIANCE RESPONSIBILITIES

All staff are required to comply with all policies, procedures and requirements for:

Risk management – report identified hazards that may pose a risk to employees or the public, and/or may give rise to an insurance claim, taking into consideration the risk for safety, security, vandalism, burglary/theft and fire/arson

Occupational health and safety – take reasonable care to protect their own health and safety and the health and safety of others in the workplace – it is a requirement to immediately report any incidents, hazards or near misses to the relevant supervisor and actively participate in hazard elimination where required

Equal opportunity – undertake work and activities in a manner that ensures the workplace is free from harassment, bullying behavior and discrimination

Code of conduct and dress code – comply with all standards

Confidentiality – always maintain a high level of confidentiality

The terms, conditions and other obligations of your employment are covered under the Plenty Valley Christian College Enterprise Agreement 2020.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification in response to the strategic direction of the College, and the development of the skills and knowledge of the position.

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POSITION ACCEPTANCE

I accept the position description as stated above and acknowledge that it may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

Employee:

Name _____

Signature _____ Date __/__/____

Manager:

Name _____

Signature _____ Date __/__/____