



ROLE DESCRIPTION

REGISTERED NURSE CASUAL POSITION

ROLE PURPOSE

To provide direct primary health care and first aid to boys within the Knox Grammar School community and facilitate the day to day operation of the Clinic which is open 24 hours Monday to Sunday.

The Registered Nurse will work as part of an integrated and professional team of carers attending to the needs of Students providing safe and effective direct nursing care in line with nursing best practice principles.

ROLE RELATIONSHIPS

This Registered Nurse will engage with Knox Grammar School staff, parents, students and external parties with an inclusive, courteous and service-orientated disposition. This position will deal with matters of a sensitive and confidential nature diplomatically and discreetly. The Registered Nurse will work closely with Boarding Staff and students and has reporting responsibilities to the Head of Boarding but on a day to-day basis will report to the Head Nurse. As with all school employees, the Registered Nurse is ultimately responsible to the Headmaster.

ROLE RESPONSIBILITIES

- To ensure that the health needs of a student suffering an illness or accident is effectively met.
- In an emergency, assist staff suffering an illness or accident.
- Provide administrative support in the Clinic including filing of Student Medical Records.
- To provide support to professional colleagues
- To provide prompt and cheerful service to staff, students, parents and visitors.
- Providing an accurate clinical assessment of a patient
- Providing primary health care to patients and referral to secondary care as appropriate.

-
- Liaising with parents/guardians, family, teachers and Heads of School as necessary about the health needs of individuals in a discreet and confidential manner.
 - Administering Schedule 2 and 3 (non-prescription) drugs
 - Administering medication to students, which is supplied by parents/guardians.
 - Identifying students with significant health issues and developing Care Plans for their management in the school environment.
 - Assisting with the development of strategies to address habitual attendance at the Clinic.
 - Distribution of Action Plans and associated medication (epi pens etc.) around the Campus.
 - Reporting and documenting incidents
 - Collecting and collating statistics related to attendance, illness and injury
 - Updating and securing student medical records PRN
 - Inventory management of medication and medical supplies
 - Maintaining Clinic equipment and first aid kits throughout the school
 - Contributing to policy development
 - Providing day and overnight supervision
 - Arranging external medical appointments
 - Available to assist with staff training in relation to medical compliance needs i.e. anaphylaxis and asthma management
 - Maintaining the Clinic according to Universal Infection Control practice
 - Other duties associated with the position as reasonably directed

SKILLS AND ABILITIES

- Registered Nurse Division 1, Grade 2
 - Experience in School Nursing and Adolescent Health, Accident and Emergency, Paediatric
 - Current CPR qualification
 - Ability to demonstrate a commitment to providing high quality nursing care.
 - Experience in working in an environment that involves dealing with a wide variety of people in a personable, involved manner
 - Ability to manage the day-to-day work flow in an intelligent and flexible way, allowing for the many unscheduled interruptions that occur
 - The ability to make decisions, and handle unexpected situations in a mature and professional manner
-

-
- Be self-directed, yet able to work as a member of a team
 - A flexible approach to the role.
 - Ability to maintain high levels of confidentiality and professional conduct.
 - Excellent communication skills with both children and adults.
 - Basic computer skills.
 - Current NSW driver Licence
 - Current NSW Working with Children Check

WORK HEALTH & SAFETY

The incumbent will actively support and contribute to the maintenance and development of a safe working environment by:

- reporting incidents or accidents to the appropriate staff as soon as possible
- working within the WHS management systems that have been adopted by the School

APPRAISAL AND REVIEW CONDITIONS

As with all members of staff, the Registered Nurse will be expected to participate in a regular appraisal program as an integral part of their professional development. The appraisal program shall set strategic objectives and performance measures consistent with the responsibilities of the position.

TERMS OF EMPLOYMENT & REMUNERATION

This is a casual position with working hours to be rostered as required. Remuneration for the position will be commensurate with qualifications, skills and experience and in accordance with the terms and conditions of the Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement. Superannuation Guarantee at the current legislative rate will be paid by the school in addition to salary.

Please note: All staff are subject to mandatory screening procedures in line with Child Protection Legislation