ST JOSEPH'S COLLEGE, MILDURA

Position Title: School Nurse

Overview

St Joseph's College is a co-educational Catholic College of 785 students from Years 7 to 12, founded by the sisters of Mercy in 1906. Mildura is situated in north-west Victoria and enjoys more hours of sunshine than anywhere else in Australia. Mildura and the immediate Sunraysia area have a population of over 60,000 people. Our Catholic College places an emphasis on Mercy spirituality, compassion, justice, excellence, hospitality, community and service. We provide for the individual and offer a broad curriculum.

Nature of Role

This position is part-time (0.85 full time equivalent) and ongoing for the preferred candidate. Salary is commensurate with experience. Conditions include twelve weeks' annual leave.

Reporting to the Business Manager, the School Nurse will manage the care of the physical health and well-being of students, and is responsible for the initial assessment and treatment of students/staff suffering injury or illness at school.

The following list should not be seen as limiting and aims to provide an overview of the key areas of responsibility:

Key Responsibilities

- Provide effective initial treatment in the event of minor medical conditions to emergency medical situations. This includes but is not limited to; management of cuts, abrasions, contusions, soft tissue injury, fractures, basic wound care, minor bleeding to emergency situations including trauma, severe bleeding, asthmas attacks and sporting injuries.
- Triage and refer students to the wellbeing team or house leaders as required.
- Establish and implement action plans for specific student medical conditions, this includes but is not limited to: anaphylaxis, asthma, diabetes, epilepsy and severe allergies.
- Collate an Anaphylaxis Profile list at the beginning of the year for distribution to staff- keep updated.
- Effectively communicate and liaise with school staff, parents, students, doctors and specialists (where consent has been obtained), when required.
- Manage the dispensing of medication to students. Ensure medication is only given to those students who have written consent from their parents/carers.
- Ensure medication supplied is current – checking expiry dates regularly and maintain expiry date lists. Notify parents when medications are due to expire to aid new supply prior to medication going out of date.
- Attend special events as required ie sports and swimming carnivals.
- Effective liaison with Mildura Rural City Council to coordinate student immunisation program throughout the school year.

- Coordinate and prepare student medical alert lists and distributes to staff as required.
- Complete incident reports and registers, where necessary for students and staff.
- Provide administration support as required.
- Attend to requests for student medical/contact reports for camps/excursions.
- Communicate with Mercy Campus first aid staff of any first aid issues.
- Update and maintain electronic student records- SAS and SIMON.
- Maintain First Aid kits at Enright and Mercy Campus.
- Monitor record of EpiPen and Ventolin expiry dates. Notify families when replacement is required.
- Maintain booking register for first aid kits and EpiPens.
- Monitor and order supplies for first aid rooms and other areas requiring first aid supplies.
- Maintain First aid room including laundering of towels/linen.
- Inform Homeroom teachers of any student medical issues.
- Maintain First Aid notice board in staff rooms.
- Maintain register, and organise appropriate staff first aid training. Keep record of qualifications.
- In-service staff training to be arranged in liaison with Deputy Principal. Anaphylaxis in-services to be presented twice per year/once each semester.
- Check defibrillator monthly and maintain.
- Maintain a record of staff medical/contact details.
- Organise for student medication to be collected at end of year.
- Prepare paperwork for following year.
- Complete annual Risk Management for anaphylaxis as per Anaphylaxis policy with Deputy Principal.
- Communicate to parent body via Newsletter any general medical information e.g. asthma, immunizations.
- Evacuation drill duties.

Other Duties

- As directed by the Principal.
- Comply with the College's Occupational Health and Safety policy as amended from time to time.

Position Information

Details	Specifics
Employment Conditions	Part-time. 8.30am to 3.30pm Monday to Friday with half an hour for lunch. Twelve weeks annual leave (all term holidays)
Location	Enright Campus, 154 Twelfth Street, Mildura
Reports to	Business Manager
Requirements	• National Police Check • Current Working with Children Check (Victoria) • Current First Aid & CPR Certificate • Compliance with Workplace Health and Safety (WHS) Policy. • Agreement in writing to abide by the Mercy Code of Conduct.

Skills, knowledge and experience

Criteria	Mandatory
Qualifications and Experience	• Registered Nurse (Division 1) with the Australian Health Practitioner Regulation Agency (AHPRA) • Senior First Aid or Advanced First Aid Certificate (preferred) • Accredited Anaphylaxis and Asthma Training. • Knowledge of Diabetes is desirable.
Skills, Abilities, Knowledge	• A team player with the ability to handle critical incidents in an efficient and responsive manner. • Excellent interpersonal skills and the ability to relate to young people and their families. • Enthusiastic, energetic, flexible with a pro-active attitude. • Positive approach to change and development. • Experience with common adolescent health conditions and illnesses. • Well-developed organisational skills with a demonstrated capacity for effective time management, establishing priorities, procedures and guidelines relating to the work area. • Demonstrate initiative and strong problem-solving skills with an ability to improve processes and practices. • Actively support the College's Mission, Values and Goals in all dealings with members of the College and wider community.
Personal Qualities	• Ability to work independently and collaboratively as required. • Exercise sensitivity and maintain strict confidence. • Attention to detail. • Calm under pressure. • A commitment to ongoing professional learning and growth in skills.

CONDITIONS OF POSITION

Physical Requirements

- Ability to bend, squat and climb stairs frequently.
- Ability to sit for extended periods.
- Ability to use a keyboard, i.e. for report writing and word processing/data entry.

Attributes

- Ability to demonstrate a commitment to the Catholic ethos and values of the school.
- Ability to demonstrate a commitment to the College vision.
- Ability to be approachable and to be able to liaise with fellow staff, students and parents.
- Ability to encourage good relations with the public and community.
- Ability to encourage a team approach to communication with the aim of providing the maximum level of communication between staff, students and parents.
- Ability to provide effective communication through formal channels at all levels.
- Ability to prioritise tasks and work in a harmonious and efficient manner.
- Ability to outline decision making process in accordance with College policies and procedures and relevant professional body guidelines.
- Interest in expanding and increasing knowledge in relation to current position.
- The School Nurse represents the College and as such shall be professionally and neatly presented.

Commitment to Child Safety

- Experience with working with children.
- A demonstrated knowledge of Child Safe Standards and legislation.
- A demonstrated understanding of appropriate behaviours when engaging with children.
- Be a suitable person to engage in child-connected work.
- Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.
- Current Victorian Driver's licence.
- Current First Aid.

Professional Development

- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participate in professional societies.

Occupational Health & Safety

Employees must endorse the following principles of safe work practice:

- To co-operate with measures introduced in the interest of occupational health and safety.
- To undertake any training provided in relation to occupational health and safety.
- To correctly use any information, training personal protective equipment and safety equipment provided.

Professional Review

This Position Description is intended as a framework for professional review.

The College reserves the right to alter roles and responsibilities to suit the leadership and management requirements at any point in time.

Conduct

All interaction with the College community, wider community and suppliers will be conducted in a professional manner reflecting the ethos of the College.