

**JOB DESCRIPTION – College Nurse**

*Candidates are expected to spend time looking at the College website* [*www.stclares.ac.uk*](http://www.stclares.ac.uk) *which provides information about St Clare’s and the courses we offer.*

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| **JOB SPECIFICATION** | |
| Title of Post | College Nurse |
| Purpose of Role | The role of the college nurse is to be an effective part of the college nursing team and provide a clinically effective, high quality service to the students of St Clare’s college. The post holder will be expected use research- based practice to support student’s health and well-being in order for students to fully participate in an active and healthy college life |
| Reporting Structure | The college nurse is a part of the medical team of three, however they are expected to work on their own for most of their working hours  This role reports to the Lead Nurse |
| Key Responsibilities | **Professional**   * The provision of medical care to students and staff two days a week from 08.00am-4.30pm * To adhere to NMC- The Code and be conversant with the Scope of Professional Practice and other advisory papers * To keep up to date with current relevant literature and undertake personal and professional development, in line with revalidation * To use evidence- based practice to maintain a high quality of care to students * To maintain confidentiality and always share relevant information within practice as per the NMC- Code of Conduct   **Clinical**   * To assist with the smooth and efficient running of the college health centre * To ensure the best possible medical care is available to both students and staff on an immediate and an emergency care basis. * Where necessary, arrange to get the student home safely or to alternative care, e.g. the individual’s GP, CAMHS or to hospital if they are to unwell to remain at college * Administering medication according to NMC guidelines and college policy * Liaison with parents and staff in accordance with the College policies on medical and mental health. * Ensuring safe storage, usage and disposal of medical supplies and drugs as per college policy * Organisation of essential emergency medications for other departments and on sites other than the Medical Centre and for trips. * To maintain student files and medical records and medical centre attendance records * Coordinating immunisation schedules between the health centre and GP practice and arranging communication with parents regarding consent * Maintaining records on electronic register where appropriate * To carry out random drug testing on students when requested, as per St Clare’s drug testing policy * Liaison with Boarding staff regarding any medical problems concerning students * Development of student’s health and welfare care plans where appropriate; giving support to relevant teaching staff in their dealings with students in the classroom and in extra-curricular activities * As part of the nursing team, drafting and updating of medical list of students with “need to know” conditions. Providing general advice and training for staff for initial care of students with specific medical needs * The College Nurse works closely with the Vice Principal Pastoral, Designated Safeguarding Leads, College Counsellor but always exercises judgment regarding confidentiality in the context of the primacy of prioritising the safeguarding and welfare of children * To liaise with the College Counsellor and Vice Principal Pastoral and Assistant Principal Pastoral regarding student’s welfare when necessary * When requested, contribute to and deliver topics within PSHE curriculum, assemblies or form time. * As appropriate, raising awareness of medical and health issues to students and staff throughout the College – this may be by distributing appropriate material via pastoral staff, or updating health issues notice boards * Involvement in Health and Safety issues * Working with staff to ensure the timely completion of accident reports and following College policy. * In an emergency you may be contacted for over the phone for advice regarding a student   **Administration**   * Ensuring medical questionnaires and all relevant parental consent forms to administer or carry medicine etc. on entry to College are in place and up to date * Assisting with the implementation and regular updating of student welfare plans * Maintaining electronic records of daily visits to Medical Centres or accidents treated and reported, including the nature of problem, treatment or advice. Updating as necessary to ensure accurate and rapid retrieval of information * Gathering information, preparing reports and working with other staff to prepare for inspection/ regular policy audits by the SMG and Governing Body * Effectively handover and feedback all relevant information to Lead Nurse |
| **TERMS AND CONDITIONS** | |
| Terms of Employment | Part time, Permanent |
| Place of Work | 139 Banbury Road, Oxford, OX2 7AL |
| Hours of Work | Working 8-hour days two days a week (8.00am and 16.30 hours with a 30-minute unpaid lunch break)  Based on working 35 weeks in the Academic year.  In addition, working the week before the Academic year for Orientation week Tuesday to Friday 8-hour days. This is reflected in the salary. |
| Probationary Period | 6 months |
| Notice Period | One term |
| Salary / Pay | £10,411.63 per annum.  FTE £30,250 per annum (£14.50 an hour) This includes a proportion of holiday pay |
| Pension | A contributory pension is offered through the College’s group personal pension scheme or an existing personal pension scheme. In all cases the employer pays double the contribution of the employee, up to a maximum of 10% of gross salary. Employee contributions above 5% may be made but do not attract employer contribution |
| Life Assurance | Death in service benefit is four times annual salary |
| Meal | A free meal is provided in the College outlet units on working days and when students are in residence. |
| **PERSON SPECIFICATION**  *The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:* | |
| Education and qualifications | * A registered and qualified nurse **(E)** |
| Knowledge, skills and experience | * To have a comprehensive knowledge of nursing and be able to care for a patient from admission to discharge **(E)** * To have an up-to-date PIN number with the Nursing and Midwifery Council **(E)** * Be accountable as guided by the NMC code of conduct and make sure that PREP requirements are met **(E)** * Knowledge and understanding of what Essence of Care is and how it affects the patients care and needs **(D)** * To know how to deal with people with challenging behaviour and when to call for assistance/escalate when required **(D)** * To ensure that all equipment is maintained, and any faults immediately reported. * Proficient user of Microsoft Suite, Management Information systems **(D)** |
| Personal skills and attributes | * Strong communication * Excellent organisational skills * Have a welcoming and caring manner, offering the best possible treatment to the patient * A great listener * Be pro-active towards improving medical care * Ability to be flexible, to meet the needs of the school |

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| **References and Pre-employment Checks**  *St Clare’s is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.*  *Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.* | |
| References | Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly.- |
| Identity, right to work and qualifications | Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required. |
| Police checks / DBS | Police checks / Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent. Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a *pre-requisite* of employment. |
| Health questionnaire | Satisfactory completion of a health questionnaire. |

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| **HOW TO APPLY** | |
| Applications | Applications must be made using the College’s standard application form which can be found on the College website at [www.stclares.ac.uk/recruitment](http://stclares.ac.uk/recruitment).  CVs will only be accepted if accompanied by a St Clare’s application form. |
| Email | Applications should be submitted by email to [recruitment@stclares.ac.uk](mailto:recruitment@stclares.ac.uk) |
| Post | Alternatively, send to:  Recruitment, HR Department, St Clare’s, Oxford, 139 Banbury Road, Oxford, OX2 7AL |
| Contact us | Email: [recruitment@stclares.ac.uk](mailto:recruitment@stclares.ac.uk)  Tel: 01865 552031 |
| Deadline for applications | **This role will close once a suitable applicant is appointed.** |