



Position Description

School (College) Nurse

Roseville College is an established, respected independent day school for girls in Kindergarten to Year 12, centrally located in Roseville on Sydney's North Shore since 1908. Ours is a learning community where girls and staff are truly known, and where every individual is valued. Our vision, to raise future-ready women who lead proficiently with strong character, is underpinned by the Christian faith.

The Roseville College staff comprises visionaries, innovators, pioneers and co-learners, who appreciate this as a meaningful, inspiring and progressive workplace where they are enriched, equipped and empowered for a fulfilling career and to make a positive impact on student generations.

Broad objective

The College Nurse provides direct health care and manages the variety of daily health needs of students during term time. This includes:

- providing first aid and initial assessment of illness;
- providing safe and effective direct nursing care as needed in line with nursing best practice principles;
- supporting College staff in providing first aid; and
- liaising with students, parents and external medical providers as needed.

The College Nurse will work across the College, K-12, working closely with the Head of Pastoral Care, Head of Junior School, Head of Senior School, College Psychologists, Student Services staff and teachers to ensure that appropriate student health information and support is available.

This is a temporary position (March – December 2022), 5 days per fortnight.

Key relationships

- Principal
- Members of the College Executive
- Head of Pastoral Care
- Junior School First Aid Officer
- Student Services Officers
- College Psychologists
- Registrar and Enrolments team
- Risk and Compliance Manager
- All staff, teaching and operations

Reports to

Head of Pastoral Care



School (College) Nurse

Direct reports

Nil

Key responsibilities

Consultation:

- Provide effective nursing and ensure appropriate and timely first aid treatment for students (and staff) during the school term
- Support psychology staff in the management of students with mental health needs
- Manage emergency medical situations
- Provide health advice regarding the management of student health needs to staff as applicable
- Oversee the administration of medications
- Administer medication to students which is supplied by parents/guardians
- Contact and refer to other medical and health practitioners, where appropriate
- Coordinate student immunisation programs

Communication:

- Provide prompt and cheerful service to students, staff and parents including exceptional interpersonal skills
- Communicate with parents or guardians regarding illness and injury related matters
- Communicate with appropriate staff on the health and welfare of student needs as appropriate
- Ensure that staff are up to date in relation to medical alerts/medical data, particularly in relation to Diabetes Management Plans, Anaphylaxis and Asthma management and communication plans

Medical Records:

- Maintain well documented health records on all students including medical history, incidents and treatment
- Ensure medical management plans for students with anaphylaxis, asthma, diabetes and other serious medical conditions are updated regularly
- Review student medical forms, prepare and communicate medical information (for students attending camps and excursions) for teachers
- Document management of incidents
- Provide activity/statistics reports to the Head of Pastoral Care at the end of each Term which covers:
 - Average number of daily attendances
 - Transfer to hospital
 - Emergencies
 - Number of major incidents
 - Number of sporting injuries in particular sports
 - Ideas for improvement
- Update student medical records on an annual basis or as required

Medical Supplies:

- Manage the administration, stock control and ordering of medical supplies across the College
- Maintain First Aid kits and medical equipment

Roseville College is proudly a Child Safe Organisation, putting the best interests of children and young people first. All appointments at Roseville College are subject to Child Protection Legislation.

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- Ensure facilities are kept tidy and clean

Child Safety

- Uphold the highest standard of child safety culture and awareness.
- Report all concerns regarding the safety of our students to the Principal or their delegate, in accordance with the College's child protection policies.
- Develop and maintain a thorough understanding of child protection obligations by reviewing the College's child protection policies and completing mandatory induction and ongoing training.

Risk and Compliance

- Adhere to the College's policies and procedures, importantly the Critical Incident Management Plan, Work Health and Safety (WH&S), code of conduct, child safety and emergency response practices.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.

Additional responsibilities

- Provision of First Aid at key College events (e.g. Open Day etc)
- Fulfil the requirements of this position description and other duties as reasonably required from time to time.
- Any other ad hoc requests per the needs of the College or at the request of the Principal or delegates.

Qualifications, skills and experience

- Demonstrated commitment to Christian values.
- Current Nursing Registration with the Nursing and Midwifery Board of Australia as a Registered Nurse
- First Aid Certification - current
- Current Cardiopulmonary Resuscitation certification
- Training in Anaphylaxis and Asthma Response and management
- Current Mental Health First Aid certification; or appropriately experienced in responding to mental health issues and crises
- A minimum of 5 years' experience as a Registered Nurse
- Active interest in paediatric and/or adolescent health
- Current driver's licence
- Previous experience in a school nursing environment is highly desirable
- Thorough knowledge of first aid procedures and practices
- Demonstrated high level of computer literacy, office management and administration skills

Essential characteristics

- Exceptional level of interpersonal and communication skills in dealing with students, parents and staff
- High level of customer service skills
- Ability to understand the complexity of situations and recognise the broader implications
- Flexibility to deal effectively with a variety of people with skill and sensitivity
- Ability to maintain confidentiality (including compliance with legislative requirements and Health Privacy Principles)

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- Warmth and kindness
- Collegial and collaborative
- Conflict resolution skills
- Emotional resilience
- Initiative
- Adaptable and able to work well under pressure
- Organised
- Approachable

This position description is subject to change based on College requirements.

Roseville College is a member of the Anglican Schools Corporation (ASC).