**HEALTH CENTRE MANAGER**

Brisbane Boys’ College is seeking an enthusiastic, suitably experienced individual for the permanent, term-time role of Health Centre Manager. Appointment to this role may be on a full-time or part-time basis.

**About us:**

Brisbane Boys' College is an established GPS day and boarding school. The school was founded in 1902 by Mr Arthur Rudd, who had a vision of moulding boys to be worthy leaders and good citizens – a vision which remains today. The College occupies a 13-hectare site four kilometers from the centre of Brisbane and has a current enrolment of 1,560 boys from Prep to Year 12, across three sub-schools: Junior School (Prep to Year 6), Middle School (Years 7 to 9) and Senior School (Years 10 to 12).

**Our Guiding Philosophy:**

The future isn’t what it used to be. Recognising that knowledge-based learning is no longer enough, Brisbane Boys’ College focuses on teaching children how to think. Not only to solve problems, but to recognize them in the first place. To question the status quo and solve problems to make the world a better place. Not just when they leave school but now at BBC. We call this ‘A New School of Thought’.

As experts in boys’ education, we view learning alongside childhood development with our approach contextualised by our guiding philosophy - ‘All About the Boy’.

**Our Purpose:**

To produce men who have the confidence and capability to change the world.

**Purpose of the Position:**

The Health Centre Manager will be a Registered Nurse who, through experience, education and professional development, is a proficient practitioner capable of working independently in the school health care setting.

The appointee will be responsible for directing and implementing nursing services within the College, as well as for providing health care and emergency first aid services to students and staff.

The College’s nursing staff care for the physical, psychological and emotional health and wellbeing of each student, and provide primary health care to the entire school community, within the framework of the College’s philosophy.

**Position environment:**

The Health Centre consists of a small team of dedicated Registered Nurses located in Health Centre within the Boarding Precinct of the College’s Toowong campus.

**Reporting relationship:**

This position reports to the Director of Boarding.

**DUTIES AND RESPONSIBILITIES**

**Health Centre Management:**

* Address system-wide health services issues that affect the entire school population
* Provide leadership, motivation and mentoring to clinical nursing staff to maximise their potential and achieve their goals.
* Coordinate and participate in the establishment, review and implementation of policies and procedures.
* Ensure that such policies and procedures adhere to legal and regulatory requirements and ethical standards of nursing practice as well as to PMSA and BBC policies and procedures.
* Assess, plan, develop, implement and evaluate quality improvement activities for the school health services.
* Serve as the health care consultant for school personnel, students and their parents/families.
* Provide professional health leadership to administrators and school staff.
* Provide training for staff regarding chronic illnesses experienced by students.
* Ensure that school health services and activities are appropriately documented.
* Document, compile and analyse data for required reports on school health services.
* Assist with the preparation and management of the Health Centre budget.
* Order and control supplies.
* Liaise with the Brisbane City Council to coordinate student immunisation programs throughout the school year.

**Student Health Information:**

* Ensure that health information regarding every student is current, comprehensive and clearly communicated to relevant members of the school community. This includes action plans for students with specific medical conditions such as anaphylaxis, allergies, epilepsy and diabetes.
* Work with the school administration team during the process of enrolment, to ensure that health information held for each student is recorded and distributed appropriately.
* Ensure that Heads of School and the Director of Boarding are informed as necessary about incidents and issues of concern.
* Ensure that accurate records of treatments provided are kept for reporting and reference as necessary.
* Check all student medical forms prior to school camps and excursions and ensure that appropriate medication and First Aid supplies are available for specific student needs. Ensure that all relevant medical information is communicated to staff attending school camps and excursions.
* Develop a statistical database, including the number of students and staff seen and the nature of referrals.
* Meet regularly with the Director of Boarding and other key stakeholders to ensure that plans for the care of individual students are appropriately developed and implemented.

**Medical Treatment:**

* Provide effective initial treatment of minor medical conditions and in emergency medical situations.
* Manage injuries/sports injuries in consultation with other medical professionals and trainers.
* Maintain legal documentation for all treatments performed.
* Establish and implement action plans for specific student medical conditions. This includes but is not limited to: anaphylaxis, diabetes, epilepsy and severe allergies.
* Effectively communicate and liaise with school staff, parents, students, doctors and specialists regarding medical conditions of students, including coordination of external tests and procedures for students.

**Management of Nursing Staff:**

* Ensure that appropriate standards of nursing practice are maintained by nursing staff (refer to the National School Nursing Professional Practice Standards).
* Act as a role model for nursing staff.
* Manage and review performance of nursing staff yearly and as necessary in conjunction with the Director of Boarding.
* Support Professional Development opportunities for nursing staff.
* Ensure sufficient staff are available to provide the required level of service within the Health Centre.
* Maintain the nursing roster.
* Delegate work as required.
* Create a warm and supportive environment.

**Membership of Pastoral Care Team:**

* Provide support as necessary to the Heads of School, counselling staff and the pastoral care team to develop and implement appropriate programs related to the health needs of the College community that support the students and staff within the school.
* Work collaboratively with the Director of Boarding, Boarding staff, and other staff of the College.

**Communication:**

* Coordinate and prepare student medical alert lists and distribute to staff as required.
* Complete incident reports where necessary and liaise with Risk Manager.
* Provide informed and accurate information, instructions and recommendations in relation to students attending the Health Centre to relevant College staff.

**Other Duties:**

* Assist with the implementation of risk management and health and safety practices as required.
* Assist with other related duties as necessary

**SELECTION CRITERIA**

**Essential:**

* Current Nursing Registration with the Australian Health Practitioner Regulation Agency (AHPRA).
* Current experience as a Registered Nurse of at least five years.
* Current CPR and Defibrillation certification.
* Current First Aid certification.
* Ability to demonstrate a commitment to providing high quality nursing care.
* Strong and successful relevant track record in a similar managerial role, preferably within a comparable organisation.
* Excellent skills in relationship management.
* A flexible approach to the role.
* Ability to multi-task and prioritise conflicting priorities as required.
* Ability to maintain high levels of confidentiality and professional conduct.
* Excellent communication skills with both children and adults.
* Competent computer skills.
* Willingness to support the College’s traditions and Christian ethos.

**Desirable:**

* Postgraduate qualifications in adolescent health, maternal and child health or similar.
* Recent school nursing experience.

**Other Relevant Information:**

This is a permanent, term-time role, which may be performed on a full-time or part-time basis.

**Closing Date:**

Applications close **5:00pm Monday 20 November 2017**.

**Application Procedure:**

Applications, including Curriculum Vitae, a statement addressing the selection criteria, and the names and contact details of at least two recent referees, should be emailed to:

Mr Graeme McDonald

Headmaster

Brisbane Boys’ College

**Email kferguson@bbc.qld.edu.au**