



JOB DESCRIPTION

Downside School

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|-----------------------|---------------------------------|
| Post Title: | Health Centre Nurse |
| Department: | Health Centre |
| Location: | Stratton-on-the-Fosse, Radstock |
| Reports to: | Head of Nursing |
| Date of Issue: | January 2018 |

The Organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role Summary

Downside School aims to ensure the health and well-being of its pupils by the provision of health services that are welcoming and supportive of children and young people. The nursing staff at Downside are responsible for the care of sick pupils. The role can include health promotion, dispensing of medication and dealing with both minor and major injuries. Additionally, in the absence of the Monastery Infirmarian, the Health Centre staff may on occasion, be required to support the health and wellbeing of the Monastic Community of Downside Abbey.

The Health Centre is staffed 24 hours a day by registered nurses during term time (currently 34 weeks).

Duties and Responsibilities

The Health Centre nursing staff are responsible for providing pupils with services for treatment of ailments and injuries as well as offering a place of 'refuge' and emotional support.

Care is taken for the health and wellbeing of all the pupils in compliance at all times with the School's Child Protection Policy. The following list is not exhaustive but the post holders' principal responsibilities are:

- Implement treatment and assess when referral is necessary.
- Keep the Head of Nursing fully informed about developments in the Health Centre.
- Be on duty when there are pupils on site at the beginning and end of term.

- Ensure that pupils are taken to Outpatient appointments and Casualty by a responsible adult, approved by school.
- Help organise and monitor appointments for pupils to Doctors, Dentists and other clinics under the direction of the Head of Nursing.
- Liaise with the School's medical officer (GP) and, where appropriate, Social Services only under the direction of the Head of Nursing.
- Maintain medical records with due confidentiality and accuracy, and observe the requirements of the Data Protection Act in so far as they may apply to the Health Centre.
- Keep records of all accidents/incidents and ensure they are appropriately reported in line with the organisations Health and Safety reporting mechanisms.
- Record dispensing of drugs following drug protocols and Homely Remedy Policy.
- Notify parents/legal guardians, the relevant House Master or House Mistress (HsM) and Head of Nursing immediately about an individual pupil's health if there is cause for concern.
- Ensure the cleanliness of the Health Centre is maintained.
- Attend departmental meetings and all full-school staff meetings as required.
- Be aware of, and carry out all tasks and duties in accordance with Health & Safety requirements and best medical and nursing practice.
- Adhere to departmental policies.
- To provide a full hand-over to the next nurse on duty and to keep the Head of Nursing fully informed of any major developments or concerns arising whilst on duty.
- Refer any pupil that may need counselling to the Head of Nursing.
- To be available to talk to parents, who may wish to discuss matters relating to their child's health, particularly when pupils are in school at weekends. Record all conversations in notes.
- To answer the Health Centre telephone and check voicemail messages and to check and respond appropriately e-mail messages on the Health Centre generic email account.
- To help with the induction process for new staff.
- To carry out immunisations and vaccinations under the direction of the Head of Nursing.
- To communicate electronically. School/health issues must only be sent and received using Health Centre e-mail. Health Centre e-mail must not be accessed remotely.

The following duties are ones which all staff are required to perform:

- Observe health and safety procedures and work safely at all times
- To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role
- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact
- Undertake any other duties as required by your manager in order to meet the changing needs and demands of the Organisation
- Conduct yourself with professionalism, tact and diplomacy at all times as a representative of the Organisation.

Review

This job description is provided to assist the post holder to know their principal duties. It may be amended in consultation with the post holder without change to the level of responsibility or remuneration appropriate to the post.

Data Protection and Confidentiality

In the course of employment at Downside, staff may have access to confidential information relating to staff, pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the Organisation's interest. Information which may be included in the category covers both the general business of the Organisation and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. Downside is registered under the Data protection Act 1998 and staff must not at any time use the personal data held by the Organisation or disclose such data to a third party.

Policies and Procedures

Staff are expected to follow all Downside policies, procedures and guidance as well as professional standards and guidelines relevant to individual disciplines. Copies of Trust policies can be found in the Staff Handbook which is available from the Human Resources Department.

Equality and Diversity

Downside is committed to promoting equality and diversity in all its activities. We aim to provide inclusive processes, practices and a culture of equal opportunity for all members of the Downside community.

PERSON SPECIFICATION

| ATTRIBUTES | ESSENTIAL <i>These are qualities without which the applicant could not be appointed.</i> | DESIRABLE <i>This information could be used to differentiate applicants.</i> | HOW IDENTIFIED <i>(Application / Interview)</i> |
|--|---|--|---|
| Qualifications | Registered Nurse (Paediatric) Registered Nurse (General) Part I of NMC Register | | Application |
| Knowledge & Skills | <p>Fully conversant with The NMC Code for Nurses and Midwives and The NMC Standards for Competence for Registered Nurses.</p> <p>Clear communication skills, both oral and written</p> <p>Ability to keep detailed and accurate records</p> <p>Ability to prioritise and to work own initiative and under pressure</p> <p>Computer literate – demonstrable experience of using MS Office including email.</p> | Knowledge and experience /skills of providing First Aid and the care of children with chronic and minor illnesses | Application/ Interview |
| Experience | <p>Demonstrable experience as a Registered Nurse</p> <p>Experience of health provision in a School environment or similar setting.</p> | Previous work with children and young people | Application/ Interview |
| Personal competencies and qualities | <p>Sensitivity – listens well and understands the needs of others</p> <p>Appreciation of the ethos of a Benedictine boarding school</p> <p>Calmness under pressure, with a confident and friendly manner</p> <p>Discreet and confidential</p> <p>A flexible and cooperative approach and able to demonstrate emotional intelligence</p> | <p>Kind, caring and compassionate</p> <p>Committed to self-development with a willingness to attend appropriate on-going training/updates.</p> | Application/ Interview |

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|-------------------|--|--|---|
| | Ability to work alone or as part of a team and collaborates well with all colleagues Responsive to change | | |

Received by (print name): _____

Signature: _____ Date: _____