



Job Title: Nursing Coordinator

This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently, but is not intended as a wholly comprehensive schedule.

Background to Post

Founded in 1827, Loretto School is one of Britain's leading co-educational boarding and day school for boys and girls aged 0-18 years. The School is set in 85 acres of leafy campus just outside Edinburgh, and is home to the Loretto Golf Academy. Loretto is well known for its emphasis on the development of the whole person, mind, body and spirit.

The Medcentre provides medical care and health services to boarders and day pupils across the School and a limited service to staff; it is integral to the health and wellbeing of pupils. The School Doctors operate GP surgeries for the boarders (under the NHS) at the Medical Centre. A team of Registered Nurses provide a range of health services, including nurse-led clinics, advice on routine and travel vaccinations as well as advice on other health related matters. They are the first port of call for all medical issues beyond the provision of homely remedies in boarding houses and work closely with the rest of pastoral team to ensure the medical wellbeing of our pupils. Other services at the Health Centre include physiotherapy.

We are seeking a RGN or RGN/RMN to join our nursing team, 30 hours, Term time only.

The Lead Nurse will need to develop a visible profile in the School and be able to lead effective and sustainable change amongst the nurses in the Medical Centre, in order to provide the required service.

Department: Medcentre
Department/Team: Medcentre
Responsible to: Assistant Head Pastoral
Responsible for (staff): A team of 2 Registered Nurses

Job Purpose

The Lead Nurse takes overall responsibility for the day-to-day management of the facility to ensure the highest level of care for pupils.

The Lead Nurse will be responsible for the service improvement of the Medcentre in line with recommended best practice guidelines from the Care Inspectorate, Royal College of Nursing, Boarding Schools Association and other regulatory bodies as necessary. The role will be expected to undertake clinical practice alongside the Health Centre team

In conjunction with senior management, the Nursing Coordinator will set the framework for the provision of care for pupils, liaising with relevant departments as necessary. The job holder must ensure that the Centre provides a clinically effective, high quality and efficient response to any medical queries or situations, whilst

ensuring a caring approach is maintained. The Nursing Coordinator must take a proactive role in promoting health awareness and providing medical education and support to key areas of the School, as well as providing guidance on health issues for staff.

Duties and Responsibilities

Management

- Ensure opportunities for service improvement are identified and implemented where appropriate, recognising and responding to changing School and Medcentre requirements.
- Identify opportunities for improving and developing management practices and operational procedures to ensure a compliant and cost effective service.
- Ensure the Health Centre Team's mandatory and core clinical training requirements are met and recorded in accordance with NMC guidelines.
- Ensure the nursing team and other relevant staff are kept up to date with training and development on School procedures and policies and there is a process in place for team communication, ensuring seamless and continuous care for pupils.
- Identify skills and competencies required for each nurse and through the appraisal processes set objectives for learning needs through formal training, supervisory sessions, distance learning. Thereafter, undertake assessment of the progress or achievement of skills and competencies of each Team Member as part of their annual performance review and NMC registration and revalidation.
- Plan and implement annual rotas for the Nursing Team, ensuring an appropriate level of cover is made available for the provision of an efficient and effective service that meets the needs of the School at all times.
- Co-ordinate and manage recruitment for the Health Centre and plan induction programmes.
- Manage the Health Centre budget and spend.
- Liaise with the Estates Department regarding maintenance and the continuous improvement of the Health Centre Facilities.

Clinical

- Though supernumerary to the rota, the post holder will be expected to provide an additional clinical resource during weekly peak periods and absence.
- To be responsible for the standard of nursing care for all patients through ensuring correct processes and procedures are implemented and kept up to date; and that staff have the required skills to meet the standard of care at the recommended level.
- Ensure the smooth running of the doctors' clinics.
- Manage the process for new pupil registration ensuring the appropriate medical information is received and that health checks are carried out for new pupils.
- Undertake immunisation programmes, including for overseas travel.
- Oversee the work of the nurse team as Link Nurses for boarding houses; link nurses provide health advice, including sessions on key topics such as smoking and health and wellbeing and are a support for the House staff and as a point of contact for a pupil, and their parents, where there is a specific health concern.
- Organise a system for appropriate sharing of medical information including care plans, their population and appropriate dissemination to all who need them, including staff leading trips.
- Ensure safe storage, use and disposal of medical supplies and safe disposal of clinical waste.
- Ensure adherence to best practice in respect of infection control.
- Ensure that Health Centre statistical records are maintained and distributed to relevant groups.
- Ensure a comprehensive and accurate process of record keeping is in place, maintaining appropriate levels of confidentiality at all times. This will involve use of the School database, PASS, and 3SYS.

Provision and lead on training in health related issues

- Take ownership for and develop all policies and standards relating to medical provision in the School for sign off by line manager before updating school management.
- To use research based practice to plan, deliver and evaluate School nursing interventions throughout the School.
- Provide training for staff on supporting children with medical needs in School.
- Lead the provision of training and support for the Housekeepers and house staff on basic medical issues and updates to maintain and improve best practice in areas such as record keeping, asthma, EpiPens, first aid focus points.
- Organise regular team meetings and sessions focussing on significant event analysis and forward planning.

Professional

- Maintain accurate contemporaneous records on the NHS and School systems in accordance with organisational policies, including IT, while adhering to the Medcentre Policy on Confidentiality and Information sharing.
- Keep up to date with practice and professional development to fulfil the revalidation criteria set down by the NMC – both for self and the team.
- To ensure that Health and Social Care Standards for medical provision are adhered to at all times.

Internal & External Contacts and Key Relationships

- The post holder is expected to work in partnership with pupils, parents, school staff, School doctors, Riverside Medical Practice and other appropriate agencies.
- The post involves communicating with all staff groups using all forms of communication across the school.

To carry out any other duties commensurate with the post as may be reasonably required by the line manager. The job holder will have an annual appraisal with feedback gained from the key stakeholders.

The Medcentre is embedded in the wider school community and opportunity exists, should that be desired, for the post holder to contribute to the broader life of the School.

These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post-holder may be reasonably expected to undertake.

Note: Every job description in the organisation will be subject to a review either:

- on an annual basis at the time of the annual appraisal meeting, or
- as a result of a change in strategic direction, or
- as a result of a team/ operational requirements, or
- as a result of agreed performance appraisal needs and objectives, or
- within six months of appointment

It is the shared responsibility of the job-holder and their Manager to ensure that job descriptions are kept up to date.

Qualifications

The post holder will hold a current registration for RGN or RGN/RMN and it would be advantageous to have a counselling qualification.

Remuneration

This will be competitive and will be negotiated with the successful candidate. The post attracts a staff discount if the post holder has children and they want to enrol them in the school.

M Bonner

Assistant Head Pastoral and Compliance

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