



Job Description

Post Title:	Nurse Manager
Department:	Health Centre
Reports to:	Deputy Head Pastoral
Responsible for:	Team of Nurses, Healthcare Assistants

Summary of the Role

Working in the Campus Health Centre, you will lead a team, which provides 24-hour term time cover for all pupils and on site staff or visitors at Stonyhurst College, including the Preparatory School, Stonyhurst St. Mary's Hall.

The College Health Centre is self-contained and functions independently from, but has links with, the NHS and wider care community. It is integral to the school.

You will provide day-to-day management and long-term planning of the Health Centre; directing and developing staff; collaborating with all Campus Staff, Parents, School Medical Officers and multidisciplinary professional staff;

You will also be responsible for the strategic development of the health centre in line with recommended best practice guidelines from the RCN, Boarding Schools' Association (BSA) and Independent Schools Council.

You will provide up to date expertise in carrying out emergency care and nursing duties.

Main Duties and Responsibilities:

Actively promote the Stonyhurst Mission and Identity

Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.

Assess the needs of each person on arrival at the Health Centre, ensuring prioritised care is given and that all care implemented is monitored and evaluated.

Ensure that appropriate documentation of all attendees and care given or planned is recorded in the Health Centre central electronic records, including all observations made PRN.

Facilitate the sharing and transfer of all patient/client information to the College Staff, Clitheroe Health Centre team or with the multi-disciplinary team, if consent has been sought from or if it is deemed necessary after a consultative process to be in a person's best interests.

Maintain effective communication with all clients keeping them informed appropriately of procedures and treatments, which need to be undertaken and sharing this information with the person's relatives/guardians or significant others as desired by the individual or in their best interest.

Maintain confidentiality as per legislative directives.

Act as a patient/client advocate if necessary collaborating with boarding staff.

Co-ordinate patient activity/appointments and organise supervision PRN ensuring safe transfers, including the safe transfer and return of any medical information.

Ensure that all school and health care policies are adhered to at all times and that concerns about any aspects of care are reported appropriately.

Ensure safe storage and administration of all medication within the Health Centre and can prescribe OTC homely remedies, according to locally agreed protocols that are updated and reviewed regularly in line with current relevant legislation. Liaise with local pharmacy and ensure stock checks are done.

Be aware of all infection control guidelines and cooperate with screening participating in health screening and school immunisation programmes.

Be able to undertake or work collaboratively with the school Health and Safety Officer to risk assess and manage.

Be able to initiate standardised planned care as a nurse practitioner working within their own scope of regulated practice. For instance, can initiate wound care, emergency care (which may include oxygen, Entonox, and emergency drugs such as GTN spray, aspirin) or other planned procedures according to agreed guidelines.

Each nurse is accountable for their own practice, but also for appropriate delegation to unqualified or junior staff. They also have a duty to report any misconduct or poor practice they observe in health care provision and recognise own limitations.

Line Management Duties and Responsibilities

Expected to demonstrate management/leadership skills when carrying out nursing duties, including management of the Health Centre team.

To ensure that the Health Centre is appropriately staffed during term times.

To maintain nursing staff by recruiting, selecting, orienting, and training nurses and Health Care Assistants.

To ensure that the Health Centre Team are able to access training as agreed.

To ensure that the Health Centre Nursing Team have an Annual Appraisal with both the College and with Clitheroe Health Centre.

To ensure that their own appraisal is with Clitheroe Health Centre GP and the Pastoral (SMT) Head

You are expected to work closely both with the Headmaster and with Clitheroe Health Centre.

You are expected to organise, plan and supervise the care of clients. Ensuring that Individual Care Plans are available for those with specific health needs.

To ensure familiarity with a major incident plan.

To ensure correct Health and Safety and fire procedures are in place and adhered to.

Expected to be familiar with complaints procedures, including all reporting of critical incidents.

To maintain department equipment and report all faults, overseeing the monitoring of stock levels and be able to stock order, but be resource aware.

To encourage ideas for improvements conducive to providing quality care if necessary.

To attend relevant school meetings.

To manage the care environment with particular focus on the supervision of all minors.

To be aware of and be responsive/sensitive to co-educational issues and the school ethos.

Education and Training

Be able to lead and participate in PSHE as appropriate and provide first aid support and advice for staff.

Provide an environment conducive to learning for all grades of staff.

Show professional awareness by seeking opportunities to extend knowledge and skill and be able to transfer knowledge into practice and be willing to fulfil expanded roles that are necessary in the post.

Demonstrate an ability to teach patients and relatives or significant other if appropriate.

Assist unqualified matrons or health care assistants in the acquisitions of appropriate skills and knowledge to function safely and how to carry out planned care and record separately what they have implemented. Help to access with programmes, such as the BSA courses for matrons or the NVQ programmes of teaching and learning.

Provide support, supervision and guidance to all school staff in care provision.

Network with other independent school nurses.

Attend all Health and Safety mandatory training as per school policy.

Research

Demonstrate and contribute to research findings and relate to current nursing practice.

Undertake and initiate audit.

Based on the principle – right first time.

Quality

Be committed to providing a quality approach to patient/client care and be prepared to embrace quality initiatives, including re-structuring that will significantly improve care provision.

Be responsive and receptive to necessary change.

Ensure all documentation is of a high standard and is relevant and stored correctly.

Maintain privacy and dignity.

Keep all parents informed of any short or long-term changes to care provision.

Ensure consent forms are inclusive, up-to-date and appropriate.

Help to facilitate and ensure that all emergency care cover in the form of first aid is provided for away trips and ensure continuity of care where appropriate.

Ensure that all care is standardised on or off site, for instance, in games cover.

You may also be required to undertake such other comparable duties as the Head requires from time to time.

Professional Responsibilities

To work independently, managing and organising personal workload and using own initiative.

1. To ensure an up to date knowledge of national guidelines and practice protocols is maintained
2. To attend study days , seminars and courses as required (keep records)

3. To have an annual appraisal
4. To agree a Personal Development Plan each year
5. To be a member of a professional body
6. To work in accordance with the NMC Code of Conduct
7. To maintain patient confidentiality at all times

Person Specification

	Essential <i>These are qualities without which the applicant could not be appointed</i>	Desirable <i>These are extra qualities which can be used to choose between applicants who meet all of the essential criteria</i>	Method of Assessment
Qualifications	<ul style="list-style-type: none"> Registered Nurse (General or Paediatric). 5 years post registration (minimum) 	<ul style="list-style-type: none"> Emergency care or paediatric acute experience Practice Nursing experience Specialist Practitioner Degree 	Production of the applicant's certificates
Experience:	<ul style="list-style-type: none"> Evidence of CPD Ability to manage and care for groups of clients and prioritise work load. Ability to work autonomously 	<ul style="list-style-type: none"> Teaching experience 	Contents of the Application Form. Interview Professional references
Skills	<ul style="list-style-type: none"> Excellent communication skills – verbal and written. Clear vision for best practice Work in a consultative manner Communicate effectively with individual groups of young people Assess the health needs of young people and appropriately refer for further assessment Plan and review direct work with young people Prepare formal reports Work flexibly to service demand Ability to work without supervision relevant sphere of work Good organisational and time management skills Excellent record keeping 	<ul style="list-style-type: none"> Computer literate 	Contents of the Application Form Interview Professional references
Knowledge	<ul style="list-style-type: none"> Extensive knowledge and appreciation of national policies and standards. Understanding of the general and sexual health 		Contents of the Application Form Interview

	needs of young people <ul style="list-style-type: none"> • Knowledge and understanding of the Children Act, Every Child Matters and Child Protection • Care planning process for young people • Issues of consent and confidentiality • Issues for young people 		Professional references
Personal competencies and qualities	<ul style="list-style-type: none"> • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging behaviours. • Positive attitude to use of authority and maintaining discipline. Excellent negotiation skills. <ul style="list-style-type: none"> • Ability to challenge. • Work on own initiative. • Adaptable/flexible. • Computer literate • Good inter personal skills • Non judgemental • Team player 		Contents of the Application Form Interview Professional references
Other Factors	<ul style="list-style-type: none"> • Driving Licence • Able to work extra hours on occasions and provide reasonable flexibility in terms of hours worked. 		