

## **JOB DESCRIPTION FORM**

**JOB TITLE:** RGN / College Nurse (term time only)      **REPORTS TO:** Senior Sister

**CATEGORY:** Support Staff      **DATE:** July 2016

### **JOB PURPOSE:**

- To assist the existing nursing team to provide first class medical nursing care and treat minor illness and injuries to pupils at the College's Medical Centre.
- To assist the College Doctors to provide Immunisations and diagnostic procedures to pupils at the College's Medical Centre.
- To be part of a team that provides qualified nursing cover for the college 24/7 during term time.

### **PRINCIPAL ACCOUNTABILITIES:**

1. Assessment, planning, implementing and evaluating pupils health care needs that effect their education potential and social well-being while promoting their cultural diversity and rights.
2. Providing a confidential service to pupils within the guidance applied to health care professionals (Gillick ,Fraser, Caldicott)
3. Referring to Doctors, specialists and emergency services as necessary.
4. Liaise and communicate treatment and care plans to Matrons, Parents and Housemasters as necessary.
5. Monitoring pupils vital signs, performing observations and monitoring condition as necessary.
6. Administration of prescribed medications, homely remedies and analgesia to pupils when necessary.
7. Preparing meals for in-patients when necessary.
8. Completing admin tasks such as filing, office work, emailing and booking G.P. and physiotherapy appointments as necessary.
9. Performing new pupils nurse medicals.
10. Health promotion to Pupils.
11. Providing sexual health advice and contraception counselling.
12. Administration of vaccinations in accordance with NMC guidance.
13. Checking and refilling First Aid boxes as directed. Preparation of stock orders requested by College staff.
14. Providing telephone advice to College staff and parents on health care matters.
15. Attending and giving First Aid treatment on site during emergencies.

16. Ensuring the department is clean, organised and tidy including the kitchen. Maintaining infection control standards and cleaning up body fluids spills according to policy. Restocking of treatment room sundries and making up any discharge beds if necessary.
17. Adherence to policies, protocols and procedures including Health and Safety, risk management and Child protection policy.
18. Ensuring that legible medical records are maintained and filed appropriately
19. First Aid and annual CPR and Anaphylaxis response training /updates are mandatory. Other relevant related skills and knowledge/ updates in accordance with NMC prep requirements will be facilitated by the College.

### **QUALIFICATIONS: Essential**

RGN level 1 with current NMC registration and recent experience working in a primary care setting such as Accident and Emergency, General practice or a community clinic. The successful applicant will be able to demonstrate that they have been committed to keeping up to date by maintaining adequate extra study/training in line with NMC revalidation requirements. School nursing or post registration experience working with adolescents from 13 to 18 years of age is desirable.

### **SKILLS:**

Applicants should be enthusiastic, approachable and committed to providing excellent standards of care. High standards of clinical ability are fundamental. Reliability, punctuality and the ability to deal with minor ailments and injuries are essential as well as a proven ability to work both independently and as part of a team. Applicants must enjoy working with young people. Good verbal and written communication skills are very important. Skilled knowledge of the EMIS computer notes system is desirable.

### **FLEXIBLE:**

A flexible approach to working as part of a team is essential as well as the flexibility to adapt shift working times to enable the Medical Centre to be staffed 24/7 during term time.

**Due to the College continually evolving and progressing, this job description may be amended at any time, in conjunction with the Medical Centre staff, to allow for improvements to the levels of care and the protocols by which the Medical Department functions. Shift patterns allocated on employment will always be subject to change.**

**You should revert to your individual responsibilities as defined in the Health & Safety Manual and ensure you are competent to implement them and agree to abide by them. Your health, safety and welfare at work are protected by law. Your employer has a duty to protect you and to keep you informed about health and safety. You have a responsibility to look after yourself and others. If there is a problem, discuss it with your employer or the College's safety representative, the Maintenance Manager.**

## **Safeguarding**

The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with our child protection policy statement.

## **Disclosure and Barring Service, references and right to work in the UK**

As Bradfield College is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to the required and satisfactory DBS (Disclosure and Barring Service) clearances before the appointment is confirmed.

This post is also subject to receipt of written references which must be satisfactory to Bradfield College.

Successful applicants will need to provide confirmation of permission to work in the UK. Please note that under the Immigration Asylum and Nationality Act 2006, Bradfield College has an obligation to ensure applicants have the right to work in the UK prior to commencement of employment (this is carried out at the interview stage; if applicants fail to produce the required genuine documents prior to commencement of work for the College, or if it is found that those documents do not meet the legal requirement, an offer of employment will be withdrawn).