PRINCE ALFRED COLLEGE

Role Profile:
College Nurse – Part-time and Relief

The College Nurse supports the College Nurses to provide a service to the College providing primary nursing care with its associated duties, health counselling and well-being, health education and health promotion, appropriate screening tests, immunisation co-ordination and WHS advice in liaison with the Risk and Compliance Manager.

Location:

Adelaide, South Australia.

Reports to:

Director of Human Resources and Health Centre Nurse Manager.

Key relationships with:

All staff, students and Prince Alfred College community.

Specific responsibilities may include the following:

1. Health Care:

- Upon referral, assess health related problems for staff and students and provide or coordinate appropriate first aid or nursing care, as required.
- Implementation of school health management protocols for students with special health needs, including the administration of medication and health treatments.
- Assist with the coordination of immunisation programs for staff and students.
- Support the management of ongoing health problems of students such as asthma, anaphylaxis, diabetes, etc., in conjunction with their parents/guardians.
- Attend to accidents on site, when possible, and liaise with ambulances, doctors and parents as required.
- Liaise with parents, doctors, other para medical professionals and teachers with regard to limitations and disabilities created by health problems.
- When required, referral, and liaison, of students and staff to the appropriate on site professional, e.g. Chaplain, Counsellor, Director of Human Resources, Year Level Coordinators, Head of Schools.
- Supervise the taking of prescribed medication in the Health Centre and other authorised medication by students as requested by Doctor or parents.
- Regular communication with the Director of Boarding and the Boarding Team regarding student health and well-being issues.
- Provide general assistance to the visiting Medical Practitioner

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2. Administrative Responsibilities:

- Support the daily coordination of the Health Centre.
- Maintain accurate records on student and staff health and update as required.
- Maintain illness/accident/injury reporting to meet legal requirements in conjunction with the Risk and Compliance Manager.
- Contact parents/guardians, where necessary, after an accident or illness where a student requires further medical treatment or to be sent home.
- Advise the relevant staff, e.g. Headmaster, Director of Human Resources, Director of Boarding, Risk and Compliance Manager or Director of Corporate Services of all substantial accidents/incidents.
- Ensure all equipment and resources are up-to-date and operational.
- Provide first aid kits for camps and excursions as requested.
- Assist school staff responsible for first aid kits in the College, including at Scotts Creek and Point Turton sites, to maintain currency of all supplies.
- Communicate clearly and in a timely manner to other members of the Health Centre team.

3. Educative:

- Support the delivery of training programs for students and the Prince Alfred College community in relation to health promotion and first aid.
- Remain abreast of the latest developments in Health Care and nursing, especially in an educational setting.

Attributes, key knowledge and experience:

The College Nurse will be expected to have the following:

- Excellent communication skills both verbally and written – a positive and encouraging interpersonal style, empathetic, caring, patient and confidential.
- Acts in accordance with, and has a clear understanding of, the legal and statutory obligations of school nursing practice and child and adolescent health care.
- A sound understanding of child and adolescent health issues and clinical assessment, in particular for boys.
- Commitment to preventative health care and health promotion.
- Excellent time management skills, and ability to prioritise workload and perform well under pressure.
- Experience in working within an educational environment, and in particular a school, is highly desirable.
- Registered Nurse with experience in a paediatric environment and in working autonomously.
- Current APRHA registration, Senior First Aid, Responding to Child Abuse and Neglect training and a current Working With Children Check/DCSI Child-related screening are essential.
- A commitment to further skills and knowledge through continuous professional development.
- Ability to work well as part of a team.
- Sound ICT skills.

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Time Allowance:

Part-time – weekday hours (to be confirmed) and a set fortnightly Saturday shift 1pm – 6pm during term time.

Relief work - as negotiated.

Tenure:

Part-time – term time only.

Casual - relief work.

These statements are not to be construed as an exhaustive list of duties, tasks and skills required of the job. The College Nurse – Relief Nurse may also be required to follow other job related instructions and school policies, and to perform other job related duties requested by their Line Manager to support the College's compliance with its legislative obligations.

The Line Manager may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

September 2020

Prince Alfred College