



Pymble Ladies' College

POSITION DESCRIPTION

Title: Registered Nurse
Reports to: Director of Boarding

ORGANISATION SUMMARY

Pymble Ladies' College is a K-12 day and boarding school of the Uniting Church in Australia committed to providing quality educational opportunities for girls within the context of the Church ethos. The College is non-selective and welcomes girls of Christian and non-Christian faiths. With over 2100 students and more than 800 employees, Pymble Ladies' College is a dynamic and progressive educational organisation.

One of the key elements of our strategic plan *Towards 2020: Striving for the highest* is the provision of a personalised education for all girls that is universally acknowledged for its quality, innovation and excellent opportunities. This is underpinned by a strong focus on the development of an innovative and relevant academic and co-curricular curriculum that reflects individual and unique strengths, interests and promotes the wellbeing of girls and young women.

POSITION SUMMARY

The Registered Nurse is responsible for the quality of care provided to students, staff and visitors attending the Health Care Centre. The implementation of consistent and appropriate management strategies is integral to the role.

KEY RESPONSIBILITIES

1. **Delivery of quality health care and service to students and staff**
 - 1.1 Assist in overseeing the operational aspects of the Health Care Centre
 - 1.2 Support the wellbeing philosophy of the College in the interactions with students and staff
 - 1.3 Maintain student, parent and staff confidentiality and privacy
 - 1.4 Assess and treat illnesses and injuries which includes the administering of medications when required
 - 1.5 Provide support to coordinate and maintain the Health Care Centre.

2. Demonstrate knowledge and expertise in the provision of health care to students and staff

- 2.1 Perform daily duties in an efficient and timely manner
- 2.2 Ensure that processes for infection control standards are adhered to in a thorough and consistent way.

3. Provide health and nursing care to the students in the Boarding House during evening shifts

- 3.1 Respond to calls from boarding staff when medical assistance is required
- 3.2 Respond in a timely and professional manner at any time should an emergency arise
- 3.3 Provide strategies to the staff in the Boarding House for coping with medical issues of an urgent nature during periods of time when the Registered Nurse is not rostered on for duty.

4. Administration and Record Keeping

- 4.1 Complete and maintain student Confidentiality Health Forms (including annual review) for K-12
- 4.2 Maintain thorough medical and health records for students who attend the Health Care Centre and ensure confidentiality of records
- 4.3 Prompt attention to follow student attendance procedures
- 4.4 Assess medical conditions of students participating in camps and off campus activities, provide relevant information and discuss management of individual health needs with staff accompanying the students
- 4.5 Communicate with boarder parents when necessary
- 4.6 Notify and update Boarding House staff with information about boarders in the Health Care Centre.

5 Co-ordination of students requiring access to health professionals and procedures for visiting professionals

- 5.1 Co-ordinate visits by health professionals including doctor, physiotherapist and nutritionist;
- 5.2 Attend meetings with students, parents and guardians and boarding staff as required for students with complex health needs.

6 Management of key processes to ensure the safety and well-being of students and staff

- 6.1 Ensure a thorough working knowledge of accident and emergency procedures and assist others to support these when necessary
- 6.2 Update procedures and practices as required.

7. Implement processes that will facilitate the assessment of preventing illnesses and injuries

- 7.1 Record treatment in database and Boarders' files (if an inpatient or requiring doctor or allied health care)
- 7.2 Maintain a consistent approach to treatment regimes for students and support the College policy in relation to the different nature of treatment provided for day and boarding students.

8. Communication

- 8.1 Conduct all communication with students, staff, parents and members of Pymble Ladies' College community and external entities in a professional and respectful manner
- 8.2 Ensure all written communication is courteous, professional, accurate and reflective of the professional standards of the College
- 8.3 Contribute towards the development of effective communication through developing positive and professional relationships with all staff.

9. Risk Management

- 9.1 Ensure that work undertaken is done within the policy of Risk Management and WHS practices
- 9.2 Meet the expectations for safety in the workplace and report potential risk to the Director of Boarding
- 9.3 Remain informed about Emergency Response procedures and be capable of following and applying these should it become necessary
- 9.4 Report directly to the Principal on any matters relating to child protection

10. Professional Learning

- 10.1 Remain abreast of current and best practice standards

10.2 Identify and participate in training programs that will enhance innovation and improve knowledge and skill.

11. Other duties may be required from time to time

POSITION REQUIREMENTS / CAPABILITIES

- Willingness to support the ethos and values of the College
- Ability to deliver high quality nursing services to students and staff
- Understanding of the specific and diverse needs of students K-12 and in particular, the needs of boarders
- Membership of the School Nurses Associations of NSW
- Willingness to contribute to a professional environment for the Health Care Centre by working in a collaborative and supportive manner with other staff
- Ability to provide accurate and timely information to the Principal and the Director of Boarding as required
- Well developed communication and interpersonal skills
- Experience in working in an environment that involves dealing with a wide variety of people in a personable, involved manner
- Ability to manage the day-to-day work flow in an effective and flexible way
- The ability to make decisions, and handle unexpected situations in a mature and professional manner
- Be self-directed, yet able to work as a member of a team
- Demonstrated commitment to continuous improvement
- Ability to demonstrate professional conduct and discretion at all times.