



STONYHURST

Job Description

Post Title:	Health Centre Nurse
Department:	Health Centre
Reports to:	Health Centre Nurse Manager
Purpose of Role:	Working in the Campus Health Centre, you will complement 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. Is in integral and you will provide up to date expertise in carrying out emergency care and nursing duties.

Key Tasks and Responsibilities:

- To actively promote the Stonyhurst Mission and Identity
- To promote and ensure the safeguarding of children and young persons for whom you are responsible and with whom you come into contact
- To assess the needs of each person who may present at the Health Centre, ensuring prioritised care is given and that all care implemented is monitored and evaluated
- To assess the health of pupils presenting at the Health Centre and decide if they can be treated within the facility or if they require an appointment with a GP or in serious situations, if they require an ambulance transfer to hospital
- To produce individual care plans for pupils with disabilities or long term conditions
- To provide high quality, professional care at all times, ensuring that a patient's privacy and dignity are maintained

- To maintain confidentiality as per legislative directives and policies and procedures of the school
- To provide nursing / first aid cover for Sports fixtures, at home and away
- To ensure that appropriate recording of information is carried out and that the Health Centre central electronic records, including all observations, are kept up-to-date and are accurate
- To process the medical information of new pupils arriving at College, advising staff of medical conditions as appropriate
- To maintain effective communication with all patients ensuring they are informed appropriately of any procedures and treatments which may need to be undertaken and appropriately sharing this information with the patient's relatives/guardians or significant others
- To keep the parents/guardians of pupils fully informed of any changes to the care provision
- To ensure that all appropriate and necessary consent forms are up-to-date
- To co-ordinate patient appointments internally and with external providers
- To ensure the safe storage and administration of all medication within the Health Centre be aware of all infection control guidelines and cooperate with screening.
- To participate where appropriate in health screening and school immunisation programmes
- To liaise when appropriate with the College Counsellor
- To 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
- To assist in the monitoring of stock levels and order stock as necessary
- To operate agreed procedures for control of infectious diseases
- To follow agreed procedures for the disposal of clinical waste
- To assist Pastoral Heads in ensuring that all controlled medication is handed into the Health Centre
- To maintain departmental equipment and report any faults
- To attend meetings as required and be willing to undertake additional training
- To be willing to contribute to the College's Personal and Social Education programme and to Health Education programmes

- To be willing to contribute to the provision of First Aid training to pupils and staff
- To be accountable for own practice, but also for appropriate delegation to unqualified or junior staff
- To adhere to the NMC or HCPC Code of Conduct
- To contribute to the writing and reviewing of policies relevant to the Health Centre
- To report any misconduct or poor practice observed within the health care provision facility
- To be mindful of, and at all times adhere to, all College policies and procedures including Safeguarding, Health & Safety, Risk Assessment, Fire Procedures, Critical Incident Plan, Professional Code of Conduct
- To undertake other comparable duties and/or duties commensurate with the role, as may be required by the Headmaster or Designated Deputy

Person Specification:

- Practicing Nurse or Paramedic with appropriate Nursing or Paramedic Science Qualifications
- Experience of emergency care and/ or first aid desirable but not essential
- Experience of paediatric care desirable but not essential
- A genuine interest in working with young people
- Good knowledge of the care planning process for young people
- An understanding and appreciation of working within a Boarding School environment
- Evidence of relevant Continuing Professional Development
- Clear vision for best practice and committed to the highest standards of care
- Excellent written and spoken communication skills
- Sensitive, approachable and non-judgemental, able to react appropriately to a range of situations and circumstances
- Able to develop excellent professional relationships with patients, parents, colleagues, external providers and all other individuals and organisations relevant to the role
- Comfortable with the use of ICT systems
- High level organisational skills, able to prioritise and manage time

- Able to work well and remain calm under pressure
- Committed to ensuring appropriate confidentiality and with a full understanding and appreciation of matters relating to consent
- The ability to be a team player but also be able to use own initiative when necessary
- Be flexible and adaptable, with a willingness to respond positively to any changing operational needs within the Health Centre
- There is a requirement to have a full driving licence and be willing to drive the Health Centre vehicle