



Villa Maria College
T E W H A R E O M E R I
L E A R N T O P R I Z E W H A T I S O F V A L U E

POSITION DESCRIPTION

SCHOOL NURSE (PART-TIME)

REPORTING TO: DEPUTY PRINCIPAL PASTORAL

ABOUT THE COLLEGE

We are a Catholic College; the foundation for everything we do is our Catholic faith, which we express through our Mercy charism.

Villa Maria College aims to offer spiritual formation, pastoral care, and education in the tradition of Catherine McAuley, and the Sisters of Mercy who founded the College in 1918.

Mission Statement: Empowering each young woman to determine her potential, live Gospel values, confidently embrace life-long learning and as a Mercy woman be inspired to make a difference.

Motto: That you may learn to Prize what is of Value – Ut Probetis Potiora

Mercy Attributes: At the heart of our College are the attributes of Mercy:

- Education that is grounded in the Gospel
- Respect for the dignity, worth and potential of every human being
- Concern for the poor and the disadvantaged
- Concern for justice

PURPOSE OF THE POSITION

- To be the first point of contact for injuries and illness, including assessment of acute illness or more serious injuries which may require more specialised medical intervention.

KEY RESPONSIBILITIES

- To assess or administer appropriate clinical care in cases of injury or illness.
- To refer cases to G.P. or emergency services as appropriate.
- To contribute to the appropriate monitoring and management of chronic illness or health screening as required by other health care providers.
- To provide information and support for the encouragement and promotion of healthy lifestyles.
- To log, and accurately record, all interactions between School Nurse and students, including the time with details of periods absent from class. **Special care must be taken in recording all medication provided.**
- Notify Student Office of any absences resulting from student illness or injury.
- Ensure adequate first aid and medical supplies are maintained in the clinic, within budget restraints.
- Maintaining the Accident Register of students and staff as per regulatory requirements.
- Attending and contributing to relevant school committee meetings as agreed by the Principal and/ or Deputy Principal.

RESPONSIBILITIES AND DUTIES

GENERAL

The Nurse is a part of the Student Support are a of the school. It is expected that the Clinic is staffed during the teaching days agreed on, with breaks being taken to suit the school timetable.

The Nurse's role is to administer first aid, or approved medication to ensure students miss a minimum of teaching time. Unwell students are sent home provided parents or caregivers have given permission.

Students may be referred by the Nurse to School Counsellors, or vice versa. In such cases, the Nurse must be sensitive to the role the Counsellors have, thus avoiding the possibility of duplicating the services the Counsellors offer.

The Nurse is to be sensitive to and support the College's special character.

As the Nurse will have dealings with members of the public, a professional appearance and demeanour is expected, with a visible display of the position held. (Name badge with position or nurses' medallion).

As in many positions in a large secondary school, the ability to be flexible and work under pressure are essential. A good working relationship with all colleagues is necessary as is the ability to relate well to teenage students.

Hours of Work:

The hours are 12 hours per week during term time (Monday 9.00-3.30pm with a 30 minute unpaid lunch break 12.30-1.00pm to reflect the teaching timetable. Tuesday and Thursday 9.00am to 12.00pm. A 20 minute paid morning tea break may be taken between 10.30 - 11am. It is expected that the Clinic is closed whilst these breaks are taken, but open at all other times.

HEALTH AND SAFETY

All employees including full-time, part-time, casual and contractors have a role in health and safety at Villa Maria College.

Responsibilities of employees include but are not restricted to:

- Taking care for their own health and safety and that of other people who may be affected including avoiding practical jokes that could harm people and not taking short-cuts which could reduce safety.
- Following workplace safety policies and procedures including reporting incidents, near miss incidents and potential hazards.
- Using protective equipment supplied by the employer.
- Not recklessly interfering or misusing safety devices or controls.