



St Mary's College

College Nurse Role Description

St Mary's is a Catholic College that has its origins in the vision of Catherine McAuley, the foundress of the Sisters of Mercy in Ireland (1831). In 1900 the Sisters were invited to Seymour and since that time Catholic education has served Seymour and district for over 135 years.

With a dedicated staff, visionary School Advisory Council, committed Parent and Friends Association and supportive parish led by Fr Eugene Ashkar, St Mary's continues to enrich the lives of all students. The College motto, 'Protect and Care for Us' reminds all that every member of our College community is valued. Our College offers a welcoming, inclusive environment which allows students to effectively learn because they feel safe and nurtured.

St Mary's provides a F-10 Catholic educational pathway within the Archdiocese of Melbourne led by Archbishop Peter Comensoli and Executive Director, Mr Jim Miles. Our College has a dedicated staff supporting the holistic learning success of all students while nurturing a personal relationship with Christ.

We hold the spirit, culture and traditions as vital to the formation of our students in educating for an ever-changing world. St Mary's is a dynamic learning environment where the nature of our school is seen in the academic and extracurricular achievements of all students regardless of age or need. We set high expectations and pride ourselves in providing a learning environment where every student can feel happy and safe. We place priority on the importance of developing literacy and numeracy skills. Our students are well prepared for the rigor of ongoing study and we instill in our students the importance of being the future leaders in their local community and beyond.

A holistic education brings together faith, community, friends and learning. We strive to develop the skills and knowledge that will assist students to become motivated and thoughtful citizens, promoting achievement, wellbeing and engagement. Students are asked to 'Act Justly, Show Respect and Do Their Best' to make a difference in the lives of others. Our community fosters the mindset that all things are possible when individuals truly believe in their God-given gifts and abilities and who never give up on their future dreams. Academic success, student wellbeing and faith formation go hand in hand to help students to grow from wide eyed, curious Foundation students into responsible, respectful and capable young adults who understand the importance of giving back to their family, school and wider community.

St Mary's College has a committed staff who go above and beyond for the students. We value the role that parents, carers and grandparents play in the education of their children.

Our teachers support the vision and values of the College community and the College's Mercy values. We work collaboratively at St Mary's to meet the individual needs of students. Our teachers as role models inspire the students through their enthusiasm and passion for teaching. At St Mary's we believe that nurturing a personal relationship with Christ is our greatest responsibility.

Best wishes

Wayne Smith
Principal

DipEd(ACU) DipREd(ACU) BEd(ACU) GradCertEdAdmin(Edith Cowan)
GradDipREd(ACU) MEdAdmin(Charles Sturt) MTheoSudies(BBITAITE)

St Mary's College Vision Statement

*A welcoming Catholic community that respects our heritage and looks to a sustainable future.
We inspire learning excellence, resilience and service to others.*

Mercy Ethos and Values

Compassion: responding to vulnerability with care and concern

Justice: seeking fair and equitable outcomes for all

Respect: treating all whom we meet with joy and kindness

Hospitality: offering welcome and comfort

Service: dedicated to proclaiming God's love through word and deed

Courage: willing to speak up and speak out in response to injustice

ROLE PURPOSE

The College Nurse at St Mary's College Seymour is responsible to the Principal for the delivery of high quality first aid care and related administrative practices. The role requires an individual who can manage their workload in busy environment and create and build healthy and productive relationships with students, colleagues, parents and community members.

ACCOUNTABILITY

Reports to: Principal, Deputy Principal
Internal liaisons: Director Wellbeing, Learning Diversity Leader, Pastoral Care Coordinators Counsellor, Parent Engagement Coordinator, teaching staff, administrative staff and students
External liaisons: Families, medical professionals, government organisations, emergency services personnel and medical related contractors and suppliers.

CONDITIONS

Classification: Education Support, Category B, Level 3.1

Conditions: As per the *VCEMEA 2018*.

Hours of Work: 8:30am to 4:30pm, Monday to Friday (negotiable)

Fixed term, with the possibility of ongoing status.

This Position Description may be subject to change during the term of the appointment as part of a normal process of ongoing evaluation of the College's operations.

Child Safety

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures. Staff must adhere to the following:

- A thorough understanding of the College's Child Safety and Child Protection Policies and the Child Safety – Staff Code of Conduct, and any other policies or procedures relating to child safety;
- Assist in the provision of a child-safe environment for students;
- A demonstrated understanding of child safety and of appropriate behaviours when engaging with children.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the *Victorian Catholic Education Multi Employer Agreement (VCEMEA) 2018 Clause 13 – Managing Employment Concerns*.

Occupational Health and Safety

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to. Employees should:

- Take reasonable care of their own safety and health and safety of others affected by their acts or omissions;
- Report hazards, accidents or incidents (near misses) in accordance with agreed College procedures;
- Follow established safe working procedures, instructions and rules;
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act;
- Not wilfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others; and
- Not wilfully place at risk the health and safety of any other person in the workforce.

Policies

The following policies can be access via our website: <https://www.smseymour.catholic.edu.au/>
Child Safety; Occupational Health and Safety

SELECTION CRITERIA	
Catholic Education	<ul style="list-style-type: none"> • A demonstrated understanding of the ethos of a Catholic school and its values and mission.
Commitment to Child Safety	<ul style="list-style-type: none"> • Experience working with children. • A demonstrated understanding of The Child Safe Standards. • A clear understanding of the legal obligations relating to child safety (e.g. notification of serious incidents or complaints, mandatory reporting). • Be a suitable person to engage in child-connected work. • Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.
Education and Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Registered Nurse (RN) (Division 1) - Nursing and Midwifery Board of Australia. (ANMF) <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge of school nursing, child and adolescent health and development. • Experience with common adolescent health conditions and illnesses. • First Aid training certificates required for a school setting.
Skills and Attributes	<ul style="list-style-type: none"> • Committed to providing high quality nursing care using sound clinical assessment and diagnostic reasoning skills, in accordance with legislation and professional regulations. • Effectively communicate both verbally and in writing to meet necessary standards and practices with respect to accuracy, clarity, confidentiality and sensitivity. • Excellent interpersonal skills with an ability to forge and maintain productive relationships and to effectively relate to young people and their families. • Ability to work autonomously and collaboratively as part of a broader collegial team to support the health and administrative needs of the students and staff. • Ability to prioritise workload and manage multiple tasks with competing timelines. • Strong ICT skills with experience in the Microsoft suite and Google Workspace, or similar. • Ability to engage and a willingness to connect to the classroom environment.

Position Description – College Nurse

STATEMENT OF DUTIES	
Health Care	<ul style="list-style-type: none"> • Provide an effective primary nursing role and ensure appropriate and timely first aid treatment for College students and staff. • Provide current support and assistance to students with specific or chronic medical conditions as outlined in individual Medical Management Plans. • Ensure that health information is current, comprehensive and clearly communicated including action plans for students and where appropriate for staff. • Ensure staff are up-to-date in relation to medical alerts/medical data, particularly in relation to Anaphylaxis and Asthma management and communication plans. • Create, review and update Medical Management Plans in a timely manner. • Manage the dispensing of medications following the rights of safe medication administration and complete administration records. • Liaise with parents and medical practitioners regarding student medication requirements, medical action plans or referral to a health care professional or hospital. • Complete Accident and or Incident reports where necessary. • Report WorkSafe and Health and Safety concerns to the College Business Manager. • Manage infectious disease notification to families and staff. • In consultation with the Learning Diversity Leader manage the documentation and parental consultation for students in NCCD, Physical category and support where needed. • Complete all areas of the administration required for the College immunization program. • Health liaison contact with the Mitchell Shire and or other relevant authorities. • Awareness of student mental health and consult with College counsellor if appropriate. • Act in compliance with the ANMF National School Nursing Standards for Practice. • Review MACS Circulars regarding all health matters and complete compliance updates. • Attend to correspondence, emails and telephone calls in a timely and professional manner. • Build and sustain positive relationships with members of the St Mary's College community. • In consultation with external providers, lead and co-ordinate and record staff training. • Have knowledge of the Emergency Management Plan and responsibilities.
School Events/ Excursions	<ul style="list-style-type: none"> • Check student medical forms prior to school carnivals, camps, excursions, detailing medical information and provide medication and First Aid kits appropriate to student needs. • Attend school carnivals, excursions, camps and activities as required. These may/will occur outside normal working hours.
Record Management	<ul style="list-style-type: none"> • Maintain accurate and detailed student health records. • Ensure Medical Management Plans (including risk minimization plans) for students with serious medical conditions are updated regularly and communicated to relevant staff. • Maintain a Medication Register. Record and alert parents of expiry date and supply levels. • Maintain Adrenaline Auto Injector Register- Record and alert parents of expiry date and supply levels in advance. • Maintain a staff First Aid Training register, including Medical & First Aid related certificates.
Medical Equipment and Supplies	<ul style="list-style-type: none"> • Manage the administration, stock control and ordering of supplies. • Ensure First Aid Kits (including duty bags)/Asthma First Aid Kits are maintained and fully stocked at the beginning of each term and replenished as necessary. • Maintain and record regular testing of medical equipment including the defibrillator. • Follow Healthcare Infection Control Guidelines for the cleaning and maintenance of First Aid rooms, equipment and waste disposal. • Check EpiPens (adrenaline auto injectors) and Anaphylaxis Action Plans at the beginning of each term and follow up after use. • Manage medication supplied for students.
Health promotion	<ul style="list-style-type: none"> • Co-ordinate and provide health education and promotion as a whole school community approach for students, staff and parents. • Contribute to the College Newsletter; Website and other platforms regarding student health and wellbeing information and programs as required.

STATEMENT OF DUTIES	
	<ul style="list-style-type: none"> • With the support of the Parent Engagement Coordinator initiate, develop and lead parent information workshops and provide parent education. • Maintain First Aid statistics and present collated data to the College Executive. • Liaise as required with the Wellbeing team.
Child Safety	<ul style="list-style-type: none"> • Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety • Assist in the provision of a child-safe environment for students • Demonstrate duty of care to students in relation to their physical and mental wellbeing
Professional Development	<ul style="list-style-type: none"> • Commit to ongoing professional development in your area of work. • Be an active member of a relevant professional association as duties permit.
General Duties	<ul style="list-style-type: none"> • Other duties as directed by the Principal