



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. The College is governed by Melbourne Archdiocese Catholic Schools (MACS). The College has a dedicated staff, visionary College Board, committed P&F, supportive parents and parish led by Fr Eugene Ashkar. The College motto, 'Protect and Care for Us' values every member of our College. St Mary's is a dynamic learning environment with high expectations.

A major curriculum investment has been made in the MultiLit Literacy Program from Macquarie University, a whole classroom instructional approach to learning that is researched and driving the College Strategic Intent 'improve reading outcomes for all students.'

A F-12 Pathway Committee was formed this year to research the return to Year 12. A Master Plan will be completed this year to align with the committee's final report. A new F-2 Primary Learning Centre will be ready for use in 2022 providing a state of the art learning environment.

A holistic education brings together faith, community, friends and learning. We develop the skills and knowledge that will assist students to become motivated and thoughtful citizens, promoting achievement, wellbeing and engagement.

Our College believes that all things are possible when students understand their God-given gifts and abilities and who never give up on their dreams. Academic success, student wellbeing and faith formation assist students to grow from curious Foundation students into responsible, respectful and capable young adults who understand the importance of giving back to their family, school and wider community.

Our teaching and non-teaching staff, as role models, inspire the students through their enthusiasm and passion for learning. 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, Secondary Pastoral Care Coordinator, Primary 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 dependent on qualifications

Conditions: As per the *VCEMEA 2018*.

Hours of Work: 8:15am to 4:15pm, Monday to Friday (negotiable)

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"> • A tertiary qualification in relevant healthcare is essential. • Must be registered under national law to practice as a health professional. <p>Desirable:</p> <ul style="list-style-type: none"> • Registered Nurse (RN) (Division 1) - Nursing and Midwifery Board of Australia. (ANMF) • Experience with common child/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 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. • Demonstrated 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 health care 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. • 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"> • Contribute to the College Newsletter; Website and other platforms regarding student health and wellbeing information and programs as required. • Maintain First Aid statistics and present collated data to the College Executive.
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.

STATEMENT OF DUTIES**Professional Development**

- Commit to ongoing professional development in your area of work.
- Be an active member of a relevant professional association relevant to qualifications..

General Duties

- Other duties as directed by the Principal