



School Nurse (temporary)

JOB DESCRIPTION (reflects the temporary post only)			
Department	Medical Centre	Date	November 2019
Responsible to	Senior Nursing Officer	Responsible for	n/a
<p>Job Purpose</p> <ul style="list-style-type: none"> The provision of a professional and caring nursing service for all members of the Christ's Hospital Community ("The Community") 			
<p>Reporting Structure</p> <pre> graph TD COO[COO] --> SNO[Senior Nursing Officer] SNO --> NT[Nursing Team] SNO --> SN[School Nurse] SNO --> MCA[Medical Centre Administrator] </pre>			
<p>Responsibilities/Accountabilities</p> <ul style="list-style-type: none"> To provide a first class service to all clients of the School's Medical Centre To maintain the highest possible standards of care and to preserve the dignity and confidence of each client. To plan, implement and evaluate client care. Care for students both inpatient in medical centre and at outpatient surgeries To administer vaccinations and immunisations as required To participate in the promotion of Health Education and well-being in the Community. To advise the Matrons on the medical care required for the students and in day to day healthcare procedures. To actively participate in the promotion of good communications throughout the Community. To work within the guidelines of the NMC Code of Professional Conduct. Where qualified and assessed as competent, to undertake Nurse Prescribing duties 			

- Where qualified and assessed as competent, to undertake suturing of minor injuries.
- Administration: To maintain appropriate client documentation and report on these as required to the doctors and Senior Nursing Officer, both orally and in writing.
- Stock and equipment: To understand and ensure correct storage and administration of drugs; to assist forward planning of all medical supplies, to monitor use and maintain reasonable levels of supplies
- Health and Safety: To report promptly any accidents, complaints or untoward occurrences to the Senior Nursing Officer; to be responsible for medical supplies and equipment in accordance with Christ's Hospital's Health & Safety Policy and to ensure that knowledge of H & S as relevant to the department's activities is up to date.
- Projects: To assist in the management and execution of projects and specific programmes as requested by the Senior Nursing Officer.
- Maintenance of Professional Qualifications, Standards, Awareness and Training: To maintain an up to date knowledge of current nursing practice; attending courses and conferences as required.
- To demonstrate a commitment to improving and developing the organisation's processes and facilities
- To carry out such duties that may be reasonably required by your line manager

Christ's Hospital is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

PERSON SPECIFICATION

Experience

(Types of experience needed)

- Previous nursing experience is essential.
- Preferred nursing experience in A&E; practice nurse or working with children
- One or more areas of nursing specialism are preferred such as asthma or teenage sexual health

Qualifications

(Minimum qualifications needed, relevant experience may be a substitute)

- An RGN qualification is essential
- NMC registration is essential.
- An RMN qualification is desirable

Skills & Abilities

(Written/oral communication, dealing with public, team working skills, etc.)

- Adaptable and dependable; able to cope with changing priorities.
- A good standard of written and spoken English in order to pass on clear instructions.
- Able to work unsupervised where necessary
- Able to present a professional, well-groomed and confident image at all times
- Nurse Prescriber is an advantage
- Calm under pressure

Additional Work Elements

- This temporary post is required to work a static shift of Tuesday to Friday from 2pm to 8pm. This will involve working with another colleague.

- From time to time it may be necessary to work other hours (for school inset training or to cover)
- In the event of a major incident or disaster, you may be required to provide assistance, in whatever capacity necessary and participate in any training to ensure the School is fully prepared

HR REFERENCE DETAILS