

IONA PRESENTATION COLLEGE POSITION DESCRIPTION

# College Nurse



**IONA**  
PRESENTATION COLLEGE



## College Nurse

### Mission and Values

Through the tradition of the Catholic Church and inspired by the compassion of our Founder, Nano Nagle, Iona Presentation College strives to achieve the best spiritual, intellectual, physical, and cultural outcome for our students.

Six Iona values underpin all that the College strives for. Each year, a value is chosen as a focus. By the time students reach Year 12, they have lived through and practised each value to the best of their ability.

- **Courage & Integrity:** To be true to ourselves, to be genuine to others, to live with honour and demonstrate personal conviction.
- **Love of Learning:** To ignite a passion for lifelong learning that enables us to explore, reflect, create, and achieve.
- **Heritage & Tradition:** To celebrate our Presentation heritage as a foundation for embracing and building our future.
- **Excellence:** To discover opportunities, set challenging goals, develop a strong work ethic, and strive to do our best.
- **Community:** To be a people of "welcoming heart" and kindness who create a sense of belonging where each member of our community is valued.
- **Social Justice and Compassion:** To inspire all to live the Gospel of Jesus Christ and, informed by the Catholic Social Teaching, to take action for those in need in our communities.

### Outline

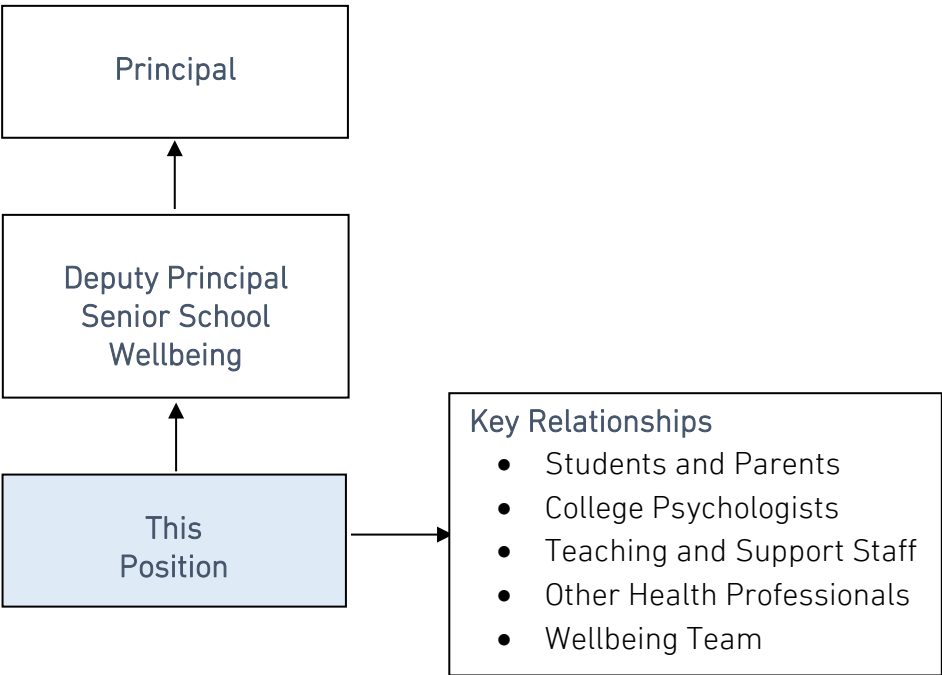
Learning at Iona Presentation College reaches beyond the realms of the classroom. Our program offers multiple and diverse opportunities for enrichment, allowing students to discover and enhance their talents and skills. Co-Curricular opportunities at the College encourage the exploration of the domains of Sport, Service, Performing Arts, Academic Excellence, Innovation, and the Arts.

Iona Presentation College is also a member of the Independent Girl's School Sports Association (IGSSA). This provides quality sporting opportunities for students participating at different levels of competition.

# Position Identification

SECTION	College Health Centre
POSITION	College Nurse

# Position Relationships



## Position Commitment

The primary role of the College Nurse is to manage the health of all students, on both the Senior and Junior School campuses. In this role, you are responsible for maintaining programs which protect and maintain the health and safety of the school community within the framework of the College's policies.

### Key Objectives

#### People

- 1 Iona values and mission are demonstrated.
- 2 Iona values and principles of Equal Opportunity are demonstrated at all times.
- 3 Timely assistance and support in areas of knowledge and expertise is provided willingly to team members and colleagues, as required.
- 4 Attendance at department meetings, and training participation is positive and appropriate.
- 5 Beneficial feedback is received from colleagues and leaders
- 6 Other duties are actioned in an effective and efficient manner as determined and requested by the Principal or the Deputy Principal – Head of Senior School.

#### Community

- 1 Professional, cooperative and harmonious relationships are developed and maintained within the College community, including students, parents and other stakeholders, through positive communications in the Wellness Centre, on the phone, and while teaching students.
- 2 Professional, cooperative and harmonious relationships are developed and maintained with all external departments and other vendors providing health services to the College.
- 3 Beneficial feedback is received from students, parents and community.

#### Collaboration

- 1 Stays current with research that supports improved student health outcomes.
- 2 Dedicates planning time to collaborate with colleagues to create the best outcome for the health of our students.

#### Professional Learning

- 1 Undertake professional learning to cultivate broader understanding of the skill requirements for this role.
- 2 Sets professional learning goals to reflect on your personal effectiveness.
- 3 Pursues professional interests by creating and actively participates in local and global learning networks.

## Key Responsibilities

### College

- 1 Assessing students who present to the Wellness Centre. Provide appropriate treatment depending on the basis of past history, symptoms and signs. Depending on severity of illness decide whether to return the student to class, admit them to sick-bay, refer to another staff member, request parents collect their child or seek further, immediate medical attention.
- 2 Take into account any academic assessments or classes that a student may have when making health decisions about that student.
- 3 Providing medical treatment and health support as required for students and visiting students during after-school sport.
- 4 Liaising with the College Receptionists regarding students who will be going home. All other absences will be noted on SEQTA.
- 5 Liaising with parents appropriately.
- 6 Keeping confidential and complete records of any encounters with students in relation to their health on SEQTA.
- 7 Keeping medications required by students, including those who have potentially life-threatening illnesses.
- 8 Liaise with parents regarding caring for students with serious and/or chronic illnesses.
- 9 Liaise with parents, HOY, Deputy Principal – Wellbeing and College Psychologists regarding Student Wellbeing.
- 10 Promoting Healthy lifestyles within the College.
- 11 Attending professional development courses as approved by the Principal.
- 12 Supporting the Catholic and Presentation Ethos at both the personal and professional level.
- 13 Keeping the Student Medical Records file located in the Principal's PA office, up to date per term.
- 14 Carrying out other duties as directed by the Principal or Deputy Principal Senior School - Wellbeing.
- 15 Keep Consent2Go, Complispace, SEQTA and Maze databases updated.
- 16 Update and maintain Medical Lists, Photo Lists, Action Plans, Expiry Lists and other relevant documents in Wellness Centre and around the College.
- 17 Maintain the defibrillators in the Junior School and Senior School.
- 18 Liaise with Public Health to arrange School Based immunisations.
- 19 Liaise with St John's Ambulance to arrange first aid training.
- 20 Prepare for and attend all carnivals/events and some camps.
- 21 Assess and maintain all linen and spare uniforms.
- 22 Prepare agendas for meetings with Deputy Principal Senior School and Wellbeing Council.
- 23 Assist with preparing the annual budget.

### Wellness Centre

- 1 Maintenance of the Wellness Centre.
- 2 Follow infection control guidelines.
- 3 Order and maintain equipment, stock and non-stock items for clinical practice within budgetary limitations.

## Education

- 1 Provision of medical education sessions with teaching staff and students as requested.
- 2 Provision of health promotion relevant to the needs of the students which focus on prevention, early intervention and support. Encouraging the students to be health resilient by giving them the information they require and make positive health and lifestyle choices.
- 3 Individual student education in the clinical setting regarding the prevention of ill health.
- 4 Contribute to College newsletter.

## Counselling

- 1 Liaise closely with the College Psychologist.
- 2 Develop a range of interviewing and counseling skills and understand the principles of communication.
- 3 Interact with the students in a positive, supportive, non-judgmental manner, encouraging open communication between nurse and student. Encourage student to problem solve.
- 4 Be able to utilise problem solving skills.
- 5 Use the processes of active listening, feedback and clarification in interactions with students.
- 6 Be aware of personal and role limitations when providing counselling to students and refer appropriately.
- 7 Follow the CEO policies on Mandatory Reporting, Domestic Violence, Sexual Assault and Child Abuse / Child Protection / Keep Safe: Child Protection Framework.

## Student Records

- 1 All students seen in Health Centre are entered in SEQTA.
- 2 Records should be entered onto SEQTA during the time of consultation or as soon as practicable thereafter.
- 3 Only approved abbreviations may be used.
- 4 Student records contain personal and sensitive material, and it is therefore essential that a student's right to privacy is recognised and respected at all times.

## General

- 1 Ensuring that the College meets the criteria to qualify to be an 'Asthma Friendly' school.
- 2 Maintain first aid kits across the Senior School and Junior School
- 3 Providing the opportunity for staff to have the flu vaccination annually.
- 4 Actively involved in the Pastoral Council.
- 5 Actively participate in Crisis Response Team.

## Skills and Attributes

		Essential	Desirable
1	Current registration with the AHPRA	✓	
2	Current CPR Certificate.	✓	
3	Ability to maintain quality, safety and infection control standards.	✓	
4	Have or the ability to obtain a current Police Clearance and WWC Children Card.	✓	
5	Medium level of IT skills, including Microsoft programs Word, Excel, email and internet.	✓	
6	The ability to work independently and as part of a team.	✓	
7	Interpersonal skills and written and oral communication skills of a high order.	✓	
8	Demonstrated capacity for self-directed work and for taking initiative.	✓	
9	Ability to work autonomously and collaboratively within a dynamic organisation, with the use of creative and effective problem-solving techniques.	✓	
10	Proven commitment to continued professional and personal development.	✓	
11	Professional presentation, well spoken, flexible and familiar with protocol and etiquette	✓	
12	Experience in sports medicine, methods and procedures for the delivery of nursing evaluation and treatment highly desirable.		✓
13	Experience in a similar environment or in a mental health, paediatric or accident/emergency setting would be an advantage.		✓

## Authority Levels

Financial	Access to department budget for maintenance and spending.
Operational	Access to student data as to support Wellness Centre database and reporting.
Personnel	N/A

## Personal Obligations

- 1 Catholic and Presentation ethos and traditions of the College are reflected and encouraged in all day-to-day mannerisms.
- 2 Participate in College faith and other significant events with ongoing support provided to all students, parents and other stakeholders.
- 3 Principles of Social Justice and Compassion are demonstrated.
- 4 Iona Staff Code of Conduct is complied with.
- 5 Strong sense of confidentiality and loyalty.
- 6 Well groomed, well spoken, familiar with protocol and etiquette.
- 7 Exceptional interpersonal, written and oral communication skills.
- 8 Demonstrated capacity for self-directed work and for taking initiative.
- 9 The ability to work independently and as part of a team.
- 10 To be well organised, flexible, and innovative.

## Requirements (CECWA Policy: Appointment of Staff in Catholic Schools)

- 1 As a condition of employment, staff are committed to Catholic values and will cooperate actively in fostering the College's mission through its life and curriculum (Bishops Mandate 96).
- 2 Staff must be fully supportive of the objectives and ethos of Catholic Education.
- 3 Child safety and protection is a fundamental responsibility for everyone in the College.
- 4 All applicants are required to provide a current Working with Children card and National Police History Check from Western Australian Education and Training Sector (Crimtrac).
- 5 All staff must commit to Accreditation to Work in a Catholic school; this is to be completed during the school holiday periods.
- 6 All applicants are required to provide the contact details of two confidential referees.
- 7 To apply for this position, you must be eligible to work in Australia

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Please note: This position description provides a general overview of the role and responsibilities of the position. It is not intended to be all inclusive and the incumbent may be required at the discretion of the Principal to perform tasks, duties and responsibilities not otherwise listed. The Principal reserves the right to change this position description in consultation with the successful candidate to meet the needs of the College.