

JOB DESCRIPTION

COLLEGE NURSE (BAND 5) ORCHARD HILL COLLEGE

PURPOSE OF THE POST

Under the direction of the Band 7 nurses to provide a high quality health and nursing service to students.

To work according to the NMC Code of Professional Conduct and relevant professional guidelines as a college nurse and a wider member of Orchard Hill College

The post involves managing and developing College Health Care practice, to provide a high quality service to students. In addition the post holder is responsible for promoting positive health and providing a comprehensive holistic service to the students.

To take responsibility for checking own professional and clinical practice with Band 7 Nurses as appropriate.

To have regular clinical supervision with Band 7 Nurses.

To achieve experience and competencies in the following areas of practice:

Enteral Feeding, Medication and emergency medication administration
Work towards gaining sufficient experience to lone work

REPORTING RELATIONSHIPS

The College Nurse will report to the Designated Band 7 Nurse and the Nursing Manager.

In their absence report to Head of Learning Centre.

FUNCTIONAL LINKS

The College Nurse will be expected to work in collaboration with allied professionals and will need to maintain links with a variety of bodies. These will include:-

1. Students and their parents/carers and advocates
2. College staff
3. Other professionals working with students.
4. Community Services

DUTIES AND RESPONSIBILITIES – Under the direction of the Band 7 Nurses

1. To gain experience and skills in:

Clinical practice
Facilitation and teaching
Management (as appropriate)
2. To be responsible for the administration of drugs and treatment therapies in accordance with NMC Guidelines on the storage, custody and control of drugs.
3. To liaise, as required, with College staff, parents/carers, therapy staff and other agencies as appropriate in relation to health issues.
4. To compile and maintain health care plans ie epilepsy for all students as required.
5. To carry out other nursing procedures as required.
6. To be up to date with first aid procedures and undertake first aid treatment as required.
7. To attend College meetings and Person Centred Planning Reviews with staff, parents and Governors in the absence of the designated nurse.
8. To maintain accurate and up to date documentation in accordance with College policy and NMC guidelines and documentation including any necessary reports and up-dating of care plans.
To work within the NMC Code of Professional Conduct and Community NHS policies.
9. To advise and assist colleagues with student's personal care and feeding programmes, in collaboration with the College's therapy team.
10. To keep the designated nurse / line manager updated and informed on all relevant matters pertaining to the workload, particularly of any incidents or matters requiring managerial/professional advice, submitting reports as necessary and attending staff meetings regularly, in order to facilitate good communication and speedy resolution of problems.
11. To provide health support and advice to College staff as appropriate – see **Appendix 1**.
12. To be up to date on Child Protection/ POVA issues.

13. To adhere to all agreed policy statements, e.g. Health & Safety, Equality and Diversity.
14. To participate in specific nursing and health projects and other cross college working initiatives.
15. To provide cover in the absence of band 7 Nurses; to work alone with the support of nurses in other venues and support of the HOLC and managers on curriculum side on site.
15. To undertake such other duties of a similar nature from time to time as may be required by the Principal/Nursing Manager.

OTHER INFORMATION

The band 5 Nurse should **NOT** undertake any task which has not been fully explained to him/her and signed off as able to do so by the Band 7 nurse, for which he/she does not feel competent to undertake.

The post holder will be required to rotate between other College sites across the Boroughs from time to time, to meet the needs of the service.

The post holder will be willing to undertake secondments in other partnership organisations to gain nursing experience in other specialist areas.

In order to ensure the safety of the post holder and others, the post holder must be able to participate fully in training provided in Physical Interventions and to be able to carry out agreed Physical Intervention procedures at work

This job description reflects the current situation. It may be altered in details and emphasis in the light of changes, service needs or function. Any changes will be fully discussed with the post holder.

Appendix 1 – Nurses who hold a current First Aid at Work certificate will provide the health support and advice to staff who are injured or become ill while at work. Any other support or advice will be given informally and where learner needs allow.