

Job Description

COLLEGE NURSE

PURPOSE OF THE POST

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.

REPORTING RELATIONSHIPS

The College Nurse will report to the Nursing Manager.

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, including Clinical Commissioning Groups

DUTIES AND RESPONSIBILITIES

1. To be responsible for the administration of drugs and treatment therapies in accordance with NMC Guidelines on the storage, custody and control of drugs.
2. To liaise, as required, with College staff, parents/carers, therapy staff and other agencies as appropriate in relation to health issues.
3. To compile and maintain epilepsy care plans and risk assessments for all students as required.
4. To carry out other nursing procedures as required.
5. To be up to date with first aid procedures and undertake first aid treatment as required.
6. To establish effective channels of communication with parents/carers
7. To act as health advisor to students, parents/carers .
8. To actively contribute to the College curriculum planning and development of health promotion programmes in order to promote positive health within the College.

9. To attend College meetings and Person Centred Planning Reviews with staff, parents and Governors as appropriate.
10. 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.
11. To work within the NMC Code of Professional Conduct and Community NHS Policies.
12. To advise and assist colleagues with student's personal care and feeding programmes, in collaboration with the College's therapy team.
13. To keep the 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.
14. To contribute to the formulation and amendment of new or existing nursing policies/procedures.
15. To take the lead in health promotion projects.
16. To provide health support and advice to College staff as appropriate.
17. To be up to date on Child Protection/ POVA issues.
18. To adhere to all agreed policy statements, e.g Health & Safety, Equality and Diversity.
19. 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 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.

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.