

COLLEGE NURSE 7

Orchard Hill College



Job Description

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 Health care plans and risk assessments for all students as required.
4. To train teaching staff to carry out procedures including enteral feeds and medication as required
5. To be actively involved in the mentoring/ teaching of other staff including teaching staff, apprentices and student nurses
6. To carry out other nursing procedures as required.
7. To be up to date with first aid procedures and undertake first aid treatment as required.

8. To contribute to the teaching of First Aid at work to all staff with a willingness to gain own first aid at work training qualification as opportunity arises
9. To establish effective channels of communication with parents/carers
10. To act as health advisor to students, parents/carers.
11. To actively contribute to the College curriculum planning and development of health promotion programmes in order to promote positive health within the College.
12. To attend College meetings and EHCP Reviews with staff, parents and Governors as required.
13. 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.
14. To work within the NMC Code of Professional Conduct and Community NHS Policies.
15. To advise and assist colleagues with student's personal care and feeding programmes, in collaboration with the College therapy team.
16. 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.
17. To contribute to the formulation and amendment of new or existing nursing policies/procedures.
18. To take the lead in health promotion projects and seek to raise awareness where appropriate of health and medical issues to staff and students.
19. To provide health support and advice to College staff as appropriate – see Appendix 1.
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.

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.