



ROLE DESCRIPTION: REGISTERED NURSE

NAME		
ROLE TITLE	Registered Nurse	
ACCOUNTABLE TO	Deputy Principal through the Senior Nurse	
DEPARTMENT	Health Centre	
EBA	NSW Catholic Independent Schools (Support Staff - Model C) Multi-Enterprise Agreement 2023	
Classification	Based on experience and years of service.	
FTE	Full-time / Part-time / Casual	
ROLE PURPOSE	The College Nurses are members of the School Auxiliary Team. They are to assist with the provision of total care for the students at Red Bend Catholic College. It is expected they will work together to carry out the following responsibilities. The Registered Nurses, reporting to the Senior Nurse are responsible for the Health Centre's safe and efficient operation.	
EXPECTED BEHAVIOURS AND ATTITUDES	- Actively supports a child safeguarding culture to the highest standards - Complies with: - Marist Schools Australia Policy Statements. - Red Bend Catholic College Policy Statements, Procedures and Code of Conduct for Staff - Adheres to workplace health and safety procedures and actively contributes to maintaining a safe, healthy and tidy environment. - Maintains a commitment to improve services and pursue excellence continuously - Seeks opportunities for professional development.	
MAIN PEOPLE INTERACTIONS	INTERNAL Students Nursing Team Counsellors Deputy Principal House Coordinators HR Manager Compliance Coordinator	EXTERNAL Student Parents Western Area Health Services Medical Practitioners

KEY ROLE RESPONSIBILITIES

AS A MEMBER OF THE CATHOLIC COMMUNITY, THE REGISTERED NURSE IDENTITY WILL:	• Actively works to promote the mission and life of the Catholic Church • Promote Marist spirituality through the charism of Saint Marcellin Champagnat within the College. • Give personal witness to Gospel values through word and action. • Promote the philosophy and goals of Catholic education and practice in the Marist tradition. • Assist in nourishing and developing a Christian atmosphere within the school community through active participation in the prayer and liturgical life of the College. • Have a pastoral concern for individual students and staff.
NURSE DUTIES	• To provide Nursing and/or First Aid care for all students and staff during respective rostered time and if on call for boarding students. • Maintain appropriate medical history information for all students concerning long term illness or other conditions requiring special management or regular medical attention (e.g. Allergies, diabetes, asthma), including keeping the student database and health alerts up to date. • Maintain records for all students and staff who present at the Health Centre, together with details of any treatment or medication administered. • Undertake Mandatory Reporting in line with RBCC Procedures for all Child Safeguarding concerns. • Keep parents and boarding staff informed of the health of boarders. • Where necessary, make arrangements to send student's home. If required, liaise with the students' House Coordinator. For boarding students, also include the Boarding Administration Officer and/or Director Boarding and Deputy Principal. • In the event of an accident or condition which requires urgent medical or hospital attention, contact the parents, the Boarding Administration Officer. Notify the Deputy Principal and arrange for the student to be accompanied to the Doctor or Hospital. • Report and record details of all accidents as required by school policy. • Record and maintain first aid equipment and supplies needed by the Health Centre and each of the Boarding Houses. Check equipment as required to ensure that it is maintained in proper operating condition. • In collaboration with the Governance, Risk and Compliance Coordinator, maintain a register of all first aid kits in the College (both portable and fixed). Check all first aid kits on a regular basis to ensure that supplies have not exceeded the expiry date and replace any used or missing items from the first aid kits. Maintain a supply of ice packs in the Health Centre and Boarding House. • Check medications and health supplies in the Health Centre in accordance with Chain of Custody requirements including documentation, handling and storage and expiry dates. • Maintain the cleanliness of the Health Centre. • Collaborate with the Director Boarding to develop and present age-appropriate Health Education Programs for Boarders. • Make arrangements for any age-appropriate immunisation programmes sponsored by the Department of Health. • In collaboration with external providers, assist with the facilitation of the Staff First Aid Day. • Assist with the transport of students to appointments.

	● Uphold and follow the current RBCC Health Centre Policy. ● In collaboration with the Governance, Risk and Compliance Coordinator, review any Policies, Procedures and Protocols relating to the Health Centre on a regular basis. ● Undertake all other duties as requested by the Principal in line with your skills, qualifications and experience.
SYSTEM ADMINISTRATION	● Manage the documentation of Health Interactions through RBCC platforms including: ○ Seqta ○ Consent2Go ○ Synergetic ● As requested by the Risk, Governance and Compliance Coordinator, record and document incidents through the Assurance platform. ● Undertake all compliance learning as directed by RBCC through CompliSpace.
WORK HEALTH AND SAFETY	● Ensure ongoing compliance with Work Health and Safety legislation and policy requirements to ensure the College fulfills its obligations to students and staff. ● Work in collaboration with the Risk, Governance and Compliance Coordinator to provide information in relation to reportable incidents which may be reported to the Health Centre. ● Undertake the duties and responsibilities associated with the lockdown and evacuation procedure processes as documented in the procedure.
ACTIVELY SUPPORT COLLEGE OPERATIONS:	● Compliance with all relevant legislative and regulatory authorities. ● A willingness to undertake tasks as requested by the Principal or their delegate. ● Flexibility in the workplace, open to new ideas and concepts, to working independently or as part of a team, and to carrying out multiple tasks or projects.
SPECIAL REQUIREMENTS	● The nature of this position is such that the Registered Nurse may be required outside the “normal” office / college hours to undertake the following: ○ Be on call at nights and weekends providing support predominantly, but not exclusively to the boarding school and staff. ○ Overnight work when required during school terms to support the Boarding School. ○ Support the College Executive in various forums and to attend meetings and presentations whenever necessary.

CRITERIA	
QUALIFICATIONS	• Bachelor Nursing • Mental Health First Aid (Desirable)
SKILLS AND ABILITIES	• A commitment to Catholic education and a desire to enliven the Marist tradition of the College. • Ability to maintain ethical standards, demonstrating respect, confidentiality and uphold the values of the Nursing profession. • Demonstrated high level critical thinking and problem-solving skills. • Effective organisational skills and high-level administrative skills including time management, attention to detail and record keeping. • Excellent interpersonal and communication skills including verbal and written communication, negotiation and conflict resolution skills. • High level of resilience and emotional stability. • Ability to provide a high level of empathy and compassion. • A commitment to personal and professional development with a focus on technical proficiency. • Effectiveness of following through with initiatives. • A capacity to motivate, enthuse and lead staff in fulfilling their duties.
OTHER REQUIREMENTS	• Registration with Australian Health Practitioner Regulation Authority (Ahpra) • Active participation in the co-curricular life of the College.
STATUTORY REQUIREMENTS	• NSW Working with Children Check