



## Iona College Geelong Role Description College Nurse

### Context

Iona College Geelong is a Catholic Co-educational College located in Charlemont (15-minute drive from the Geelong CBD) which is part of the rapidly developing Armstrong Creek growth area located between Geelong and the Surf Coast (10-minute drive from Torquay).

The College has been founded under the Governance of the Archbishop of Melbourne who has delegated Canonical responsibilities.

Iona College Geelong invites suitably qualified and experienced individuals looking for an exciting career challenge by becoming part of our Staff, commencing this particular position at the beginning at the start of Term 2, 2023.

Iona College Geelong has a long-term projected student enrolment of 1,500 students. In 2023, the College will have students from Year 7 – 10 and an enrolment of around 830 students.

Further information can be found at: [www.iona.vic.edu.au](http://www.iona.vic.edu.au)

<b>Position:</b>	<b>College Nurse</b>
<b>Remuneration Scale:</b>	Education Support Officer Category B Level 3 \$72,148 - \$81,748
<b>Full Time Equivalent:</b>	1.0 FTE (negotiable)
<b>Reports to:</b>	Foundation Principal
<b>Position Summary</b> <p>The College Nurse will possess nursing (or equivalent) experience in a school setting or in general practice or community nursing. You will have a genuine interest in health promotion and student welfare, experience working with young people, and a kind and empathic nature. A firm commitment to safeguarding and promoting the welfare of all students is a necessary component of this role.</p>	
<b>Statement of Duties</b> <p>The College Nurse responsibilities include, but are not limited, to:</p> <p><b>First Aid Support</b></p> <ul style="list-style-type: none"><li>• Providing first aid treatment to students and staff including assessment, treatment and notification to families where required</li></ul>	

- Continually monitor and assist in the management of students with chronic health issues with a particular focus on those students attracting NCCD support
- Ensuring medications are prepped and ready for travel with students when they are off campus including camps, immersions and interstate/international trips
- Working with families to maintain student medical records including health alerts, notifications to staff throughout the year and relevant or mandated training and presentations
- Collaborating with the Learning Diversity team, including the collection and recording of evidence for NCCD data
- Managing and administering authorised daily student medication
- Attend Geelong Catholic Schools Student Health Cluster meetings
- Support the College in the confidential management of disclosed workplace participant medical information
- Participate as a member of the Wellbeing Team in providing a range of support options for the school community including student health and wellness issues; proactive and preventative responses identified through health and wellbeing data
- Promote, assist and coordinate the school immunisation program

### **Compliance and Programs**

- First aid equipment and stock management, including audits, maintenance, supply and restock, and training for: student-specific medical kits, first aid kits, defibrillators, yard duty kits, excursion kits and any other medical equipment or stock at the College
- Coordinating and managing health programs and/or alerts at the College including, but not limited to, Immunisations
- Liaising with local authorities including but not limited to Department of Health and Human Services (DHHS), the Education Department and Melbourne Archdiocese Catholic Schools (MACS) to ensure compliance with current health regulations and requirements in an educational setting
- Developing and conducting relevant and/or mandated training for staff including, but not limited to, anaphylaxis, asthma, epilepsy and diabetes
- Being an active member of the Occupational Health and Safety (OHS) committee, providing insight into relevant trends and data whilst supporting the broader health and wellbeing initiatives of the College
- Assist with the completion of Student Accident Report Forms
- Providing medical support for annual sporting activities e.g. Swimming and Athletics Carnival
- Ensure routine cleaning is carried out to maintain good hygiene of equipment and first aid area
- Responsible and held accountable for continuing compliance with Child Safe and Child Safe Standards. All staff have a responsibility to raise any concerns that they have about child welfare to the Principal

### **Other accountabilities and duties**

In addition to the primary purpose and key priorities, the College Nurse will:

- Undertake other reasonable duties as directed by the Principal
- Document and maintain procedures relevant to the position
- Maintain and contribute to individual and collective responsibility for Health and Safety at the College
- Undertake relevant professional and technical development

The College Nurse will have responsibility for ensuring administrative tasks, protocols and procedures relevant to the role are undertaken.

## Skills and Capabilities

- Decisive in assessing and responding to health issues as they present, working with efficiency and accuracy under minimum supervision
- Excellent verbal, written and communication skills with the ability to interact confidently and sensitively with students, staff and parents and establish positive working relationships
- Proven ability to work effectively in a team environment and independently as required
- Proven ability to maintain confidentiality
- Experience of working with children from culturally diverse backgrounds
- Committed to a work ethic, striving for continuous improvement and achievement of high standards
- An understanding of the social, developmental and health needs of young people and a commitment to holistic student wellbeing
- Calm under pressure, with an ability to manage the responses of others in high-pressure situations
- Demonstrated time management and planning skills, and sound computer literacy and technology skills
- Strong awareness of health and safety obligations and implications relevant to the role
- Ability to proactively identify potential risks and issues, problem-solve and report
- Demonstrate proficiency in the use of information and communication technologies, especially Microsoft Office system, database management including Operoo and any other online applications used at the College;
- Strong awareness of health and safety obligations and implications relevant to the role
- Experience developing and delivering training, including the ability to deliver to large groups
- Demonstrate a commitment to ongoing Professional Learning

## KEY COMMUNICATIONS AND RELATIONSHIPS

### INTERNAL:

Principal

Deputy Principal

Head of Learning Diversity

Wellbeing Team

### COMMITTEES:

OHS

### EXTERNAL:

Other local regulatory and health bodies

MACS

Geelong Catholic Secondary Schools

## RISK AND OCCUPATIONAL HEALTH AND SAFETY

The College Nurse will:

- Comply with legislated occupational health and safety practices and participate in consultative processes;
- Observe safe work practices in accordance with training and instruction given;

	<ul style="list-style-type: none"> <li>Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (risks arising in the workplace may be financial, site, task or person specific or related to safety);</li> <li>Promote and implement occupational health and safety and risk mitigation processes within the College</li> </ul>
<b>Background &amp; Qualifications</b>	<p>Current Registered Nurse or Enrolled Nurse or equivalent qualifications and experience</p> <p>Relevant tertiary qualifications</p> <p>Professional industry membership, or involvement in relevant networks</p>
<b>Other Requirements</b>	<p>Valid Working with Children Card</p> <p>National Police Check</p> <p>Current First Aid Certificate</p> <p>Drivers' licence</p> <p>An Australian citizen or permanent resident or hold a visa with appropriate working rights</p> <p>Comply with the Iona College Child Safety Commitment</p>
<b>Contract and Conditions</b>	<p>Employment: Ongoing</p> <p>Conditions: Entitlements under the Victorian Catholic Education Multi-Enterprise Agreement 2018</p>
<b>Timeline</b>	<p>Advertised- 10/03/2023</p> <p>Applications Close- 27/03/2023</p> <p>Interviews- 04/04/2023</p> <p>Position Appointed by- 06/04/2023</p>
<b>Review</b>	<p>Whilst this position is a permanent appointment to the staff of Iona College it is expected that the College Nurse will undertake a yearly review focused on capacity building and improvement</p>
<b>Authorised by: Foundation Principal: 10/03/2023</b>	