



Santa Maria College Job Specification

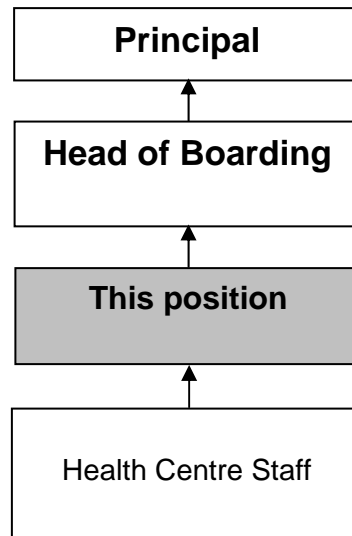
Applications are invited from suitably qualified, experienced Registered Nurses for the position of Health Centre Co-ordinator. This is a full-time ongoing position, available for immediate start. Applications close 4.00 pm on Monday, 9 February 2009. Further details can be viewed at www.santamaria.wa.edu.au.

1. POSITION IDENTIFICATION

SECTION :	Santa Maria College Health Centre
POSITION :	HEALTH CENTRE CO-ORDINATOR

2 POSITION RELATIONSHIPS

Responsible to:



Key relationships:

- Head of Boarding
- College Nursing Staff
- Deputy Principal (Mission and Pastoral Care)
- College Counselors
- Boarding Staff
- Teaching and Support Staff
- Students and Parents
- Student Services Receptionists
- Health Professionals

The Health Centre Co-ordinator will be responsible for providing and maintaining optimum health care for boarders and day students at Santa Maria College. The Mercy Ethos will guide the Co-ordinator to provide a caring, empathetic approach with students.

3 KEY RESPONSIBILITIES

Management :

1. Be actively involved in the management of the Medical Centre Team.
2. Be actively involved in the appointment of the Medical Centre Team, with the Head of Boarding.
3. Direct and be accountable for the work of the Medical Centre Team.
4. Coordinate the daily and weekly work operations of the Medical Centre Team, including rosters for each term and short term staff relief, in consultation with the Head of Boarding.
5. Maintain the Medical Centre Staff attendance records (sick leave, annual leave, special leave, PD) and forward to Payroll fortnightly for processing.
6. Review and approve, after consultation with CMT/appropriate Middle Managers, annual leave applications for Medical Centre Staff members.
7. Manage Occupational Safety and Health within area of responsibility which complies with relevant legislation.

Leadership :

1. Provide leadership in embracing and supporting good work practices in terms of nursing skills and within the College and Boarding Community expectations.
2. Assist the Head of Boarding with leadership of Boarding Staff Team to create and maintain effectiveness, efficiency and cohesiveness.
3. Gain commitment of Medical Centre Staff through regular communication.
4. Foster a team-based approach to problem solving and identification of potential process/service improvements.

Staff Performance :

1. Be a mentor to the Medical Centre Staff to enable them to meet agreed College and personal goals.
2. Provide regular feedback to Medical Centre Staff on their performance.
3. Undertake formal performance appraisals of the Medical Centre Staff as per College policies and procedures.
4. Maintain open communications and foster team work and high morale.
5. Instill and model appropriate time management and service quality.
6. Ensure ongoing professional and technical development and training of Medical Centre Staff by recommending for approval appropriate PD for Medical Centre Staff.
7. Ensure the appropriate induction of new Medical Centre Staff members.

Health Care :

1. Emergency care, health assessment and treatment of College students during school hours.
2. Emergency and constant medical care and assessment of boarding students.
3. Be available for after hours contact by Housemothers in the event of emergency that may result in the transfer to hospital via ambulance of boarding students or where advice/reassurance is required. Co-ordinator to liaise with Head of Boarding in regard to staff attendance at hospital.
4. Daily supervision and care of sick boarders, which includes referral to other medical professionals.
5. Identify referral networks.
6. The Co-ordinator should have formal access to medical practitioners from whom they can seek advice and support in relation to clinical issues as they arise.
7. Arrange doctors', physiotherapists', massage therapy and dental clinic appointments and send reminders to students.
8. Develop a needs profile and establish service priorities.
9. Provide education and information (verbal and written) appropriate to the consultation.
10. Make arrangements for provision of pathology services for boarders where appropriate.
11. Ensure students' privacy, safety and comfort.
12. Utilize effective communication skills, incorporating active listening, feedback and clarification when interacting with students.
13. Demonstrate respect for student's dignity.
14. Maintain client confidentiality at all times, gaining written permission prior to the transfer of any information from the client's medical record to a second person or agency.
- 15.. Ensure verbal consent for all clinical procedures.
16. Ensure a comprehensive and relevant student history.
17. Liaising with parents in regard to the care of their daughters.
18. Contacting Boarders' parents if they are seen by a doctor or spend the day in the Health Centre.
19. Immunisation of students and ensuring that they and their parents were well informed about communicable diseases.
20. Providing the opportunity for boarding students to have the flu vaccination annually.
21. Send out medical forms to prospective boarding students yearly.
22. Review all medical forms and the MAZE system and identify College students with special medical needs, medical conditions and allergies.

23. Develop emergency plans for students (boarding and day) with allergies, asthma or predisposing life threatening illnesses. Instruct teaching staff and boarding staff on how to deal with emergencies
24. Contact parents for clarification of conditions signs and symptoms and treatment.
25. Written protocols for the initiation of S2 and S3 substances and standing order protocols for the initiation of S4 and S8 substances.
26. Meet with housemothers for boarding medical handover each morning/afternoon.

Health Centre Management:

1. Maintenance of Health Centre.
2. Maintaining a medical clinic to facilitate visiting doctors, physiotherapist and massage therapist.
3. Order and maintain equipment, both stock and non-stock items for clinical practice within budgetary limitations.
4. Follow infection control guidelines.

Health Education:

1. Provision of medical education sessions with teaching staff and Housemothers providing, information and resources on women's health issues.
2. Provision of health promotion relevant to the needs of girls which focus on prevention, early intervention and support, with staff and students of College as requested. Information and education will encourage clients to accept responsibility for their own health care by becoming familiar with health care options and being actively involved in health care decisions.
3. Individual student education in the clinical setting regarding the prevention of ill health.
4. Providing education and support to Housemothers so as to ensure consistent care is maintained for boarders after hours. This includes implementing procedures and protocols and updating annually the 'Medical Manual for Housemothers' to assist them in carrying out these procedures.
5. Contribute to College Newsletter.

Counseling:

1. Provision of medical education sessions with teaching staff and Housemothers providing, information and resources on women's health issues.
2. Liaise closely with College Psychologists.
3. Develop a range of interviewing and counseling skills and understand the principles of communication.
4. Be able to distinguish between passive, aggressive and assertive responses.
5. Be able to utilise problem solving skills.

6. Use the processes of active listening, feedback and clarification in interactions with students.
7. Be aware of personal and role limitations when providing counseling to students.
8. Provide a supportive, non-judgmental environment in which the student may freely express their feelings and explore a range of problem solving options.
9. Be able to develop with the student short and long term goals and alternative strategies for meeting those goals.
10. Refer appropriately in consultation with the student.
11. Follow the CEO policies on Domestic Violence, Sexual Assault and Child Abuse and Mandatory Reporting.

Student Records:

1. To maintain and update student health records (MAZE, Medical Director, Daily Medical Record Book, individual Medical Records/patient files/progress notes) in accordance with College policies, ensuring they are written in a timely, objective, succinct and accurate manner, whilst maintaining client confidentiality.
2. To supply each boarding house with a list of students with allergies or predisposing medical/ psychological problems.
3. To supply individual Medical Record forms for each student at the beginning of each year stating students name, allergies and medical condition at the top of each page.
4. To supply a list of students' hospital benefit cover to each House.

General:

1. Ensuring that Santa Maria College meets the criteria to qualify to be an 'Asthma Friendly' school.
2. Maintain first aid kits and provide medical first aid kits for college and Boarding excursions and camps.
3. Providing the opportunity for staff to have the flu vaccination annually.
4. Actively involved in the Pastoral Care Committees, Health Committee and the Occupational Health and Safety Committee.
5. Actively participate in Crisis Response Team.
6. Attend professional development courses when applicable.
7. Other duties as directed by the Principal.

4. POSITION EXPERIENCE AND SKILLS REQUIREMENT PROFILE :

Qualifications and Experience:

1. Bachelor of Nursing
2. Current registration with the Nurses Registration Board of WA.
3. Current CPR Certificate.
4. Affiliation with the Independent School Nurses Association.
5. Experience in sports medicine, methods and procedures for the delivery of nursing evaluation and treatment highly desirable.
6. Ability to maintain quality, safety and infection control standards.
7. Experience in a similar environment or in a pediatric or accident/emergency setting would be an advantage.
8. Medium level of IT skills including Microsoft suite. MAZE software experience an advantage but not essential.

Personal Skills and Attributes:

1. Model and maintain the Catholic and Mercy ethos of the College.
2. A warm, welcoming and friendly disposition.
3. Strong sense of confidentiality and loyalty.
4. Well-groomed, well spoken, flexible and familiar with protocol and etiquette.
5. Interpersonal skills and written and oral communication skills of a high order.
6. Demonstrated capacity for self-directed work and for taking initiative.
7. The ability to work independently and as part of a team.
8. Commitment to continued professional and personal development.

5. APPOINTMENT DETAILS :

AWARD :	Nurses' (Independent Schools) Award No 21B of 1962.
LEVEL/STEP :	As per contract of employment. Dependent upon level of Nursing experience.
LOAD/HOURS :	Full Time. 37.5 hours per week. 52 weeks per year, being 40 working weeks and 12 weeks annual leave.
SPECIAL CONDITIONS :	Annual leave must be taken in the school holidays.
PERFORMANCE APPRAISAL:	The employee is expected to undergo regular performance appraisals and any necessary Catholic Education Office Orientation/Accreditation in accordance with prevailing College policy on this matter.