



Churchie.

ESTABLISHED IN 1912

POSITION DESCRIPTION AND SELECTION CRITERIA

Position Titles:	Registered Nurse
Department:	Churchie Health Centre
Reports To:	Health Centre Manager
Type of Employment:	Term-time
Last Updated:	April 2022

BACKGROUND

Organisational Environment

The Anglican Church Grammar School (Churchie) is an independent School for day boys and boarders with 1800 students from Reception to Year 12.

Since its inception in 1912 Churchie has pursued a philosophy of preparing students to be well-balanced men, contributing positively to the community. This pursuit is characterised by our emphasis on the four tenets of our education programme: scholastic attainment, spiritual awareness, personal growth and community service. The School's academic programme is tailored to assist each student reach his potential. The School offers both the local QCE pathway to senior students, and is an IB World School for the delivery of the Primary Years Programme and the Diploma Programme. Our aim is to offer world-class educational programmes that facilitate lifelong learning, by optimising opportunities for leadership, creative excellence, and participation for every student. This combination of academic emphasis and an expectation of high standards of personal discipline will provide the best platform for success for all our students. As a member of the Great Public Schools (GPS) Association, Churchie participates in a range of academic, sporting and cultural competitions against other long-standing Brisbane schools.

As a community we strongly desire to work in a three-way partnership between the student, the parents and the School. We are constantly reviewing our performance and are more effective for the input from this partnership. Creativity and innovation, which bring about change, are a constant, as our young men deserve the best education we can provide.

Information for Prospective Staff

Information can be found at www.churchie.com.au



DUTY STATEMENT

Primary Purpose of Position

The applicant must be a Registered Nurse who, through education and professional experience, is a proficient clinical practitioner capable of working independently in a school health care setting.

The Registered Nurse will participate in the provision of primary health care, health promotion and emergency/first aid services to the Boarders and Day Boys at the School.

The Registered Nurse will ensure and maintain an effective relationship with the Director of Boarding, Housemasters, Assistant Housemasters and Housemothers to ensure the care for students through, but not limited to, daily feedback and consultation.

The Registered Nurse On-call/Night Shift includes being on-call from your home residence with a response time to Churchie Health Centre within 30 minutes from the time of initial contact.

The Registered Nurse is required to be up-to-date, and maintain, all personal immunisations in accordance with the National Immunisation Standard.

Please note the School reserves the right to alter this position description based on operational needs.

Key Accountabilities

The Registered Nurse must maintain and promote a professional standard evidenced by ethical nursing practice, adherence to policies and standards of the Nursing within the School and the appropriate legislation and statutory regulations.

Duties and responsibilities include, but are not limited to:

Health Care Services

Provide a comprehensive health care service by:

- assessment of children and young people's health, development and well-being, recognising deviations from the norm and acts appropriately on the findings
- providing a comprehensive child and young people health service to support best practice screening, assessment, monitoring, referral and provision of care to children and young people of the School
- facilitate in the assessment and stabilising of a variety of trauma and illnesses with decisive action, treatment and care
- works collaboratively with other agencies and disciplines to improve health outcomes for children, young people and their families



- describing common health issues affecting children and young people, discusses the management and bases practice on the best available procedures
- calculates and safely administers medications and other preparations to children and young people
- advocates for the health and safety of children and young people
- as a registered nurse who in the course of their duties formulates a reasonable suspicion that a child or youth who has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities
- assisting families to access support services that may build on their strengths and address issues impacting on their parenting
- encourages developmentally appropriate self-care / independence for children and young people within the school and family context
- practices in a culturally safe manner
- facilitates education of individuals, staff, and students in the emergency treatment and management of health care needs, fostering preventative health practices
- displays a knowledge and understanding of appropriate equipment, legislation, policy and procedures
- assisting with the management of the medical supplies and the maintenance of medical examination rooms
- maintaining a hygienic and safe working environment in compliance with health care procedures
- providing necessary guidance on health maintenance and disease prevention
- acts as a resource and a role model for other nurses and members of the health care team.

Administration

Fulfil administrative responsibilities by:

- ensuring that all documentation is accurate and completed in a professional manner
- ensuring that all verbal and written communication remains objective and within ethical parameters
- reporting regularly and providing support to the Health Centre Manager
- to maintain professional medico-legal record keeping standards, and collect required reporting information and data for inclusion into health information management systems
- attending and participating in the Health Centre / Staff meetings
- experience in using general software applications and demonstrated ability to fulfil responsibilities relative to service requirements.



Assists the Health Centre Manager in their responsibilities by:

- contributing to the continuous improvement processes of the Health Centre
- maintaining and managing equipment in accordance with the School policies and procedures as outlined in the internal reference manual
- assisting with the management of the Student Asthma / Anaphylaxis and the Chronic Medical Illnesses within the School Community
- assisting with Health Centre administrative requirements as directed by the Health Centre Manager
- maintaining nursing standards under the direction of the Health Centre Manager.

Teamwork and Communication

Demonstrates ability to participate as an active member of the team consistent with the philosophy and policies of the School:

- demonstrates a willingness to work positively within a team to achieve team goals and the provision of excellence in care / service delivery
- demonstrates and practices effective verbal, non-verbal and written communication skills and actively develops good listening skills
- demonstrates and practices effective time management skills and an ability to prioritise responsibilities in order to meet stipulated deadlines within the work environment
- demonstrated ability to communicate effectively with students using techniques that are appropriate for age
- an ability to work autonomously and in a team to achieve the team ideas and objectives, recognising signs of conflict and reacting appropriately.

Professional Practice

Conduct professional practice within legal and ethical guidelines by:

- practising in accordance with legislation as outlined by the Nursing and Midwifery Board of Australia
- practicing in accordance with School's policies and procedures as outlined in internal reference manuals
- practicing within own capabilities and qualifications
- maintaining accurate and legally acceptable patient records, ensuring the security of patient documentation at all times (i.e. from loss, use and misuse, unauthorised access, modification, destruction or disclosure)
- actively reviewing own professional practice by identifying knowledge, skills and attitudes requiring further development and implementing own professional development plan
- respecting and maintaining patient confidentiality
- respecting cultural diversity.

Maintain professional conduct in the workplace by:

- adhering to policies and procedures as outlined in the School's and Health Centre's policies and procedures.



Professional Development

Maintain own professional development in order to ensure safe and current practice by:

- continually develops both personally and professionally to meet the changing needs of career and industry
- actively participates in the Performance Management process as required
- evaluates own performance to identify strengths and areas where professional growth can occur
- actively participates in relevant professional bodies and forums
- maintaining a current Professional Portfolio
- attendance at professional development activities organised at the School and relevant external agencies to increase knowledge, experience and skills held
- appropriate utilisation of professional development leave allocation.

Staff Development

Participate in staff development by:

- participating in relevant staff training in collaboration with other members of the nursing team
- disseminating knowledge of current nursing practice, in accordance with Anglican Church Grammar School policies and procedures.

Key Relationships:

Internal: To work effectively this position will incorporate a matrix of reporting relationships within the Anglican Church Grammar School:

- Registered Nurses reports directly to the Health Centre Manager
 - Liaise and communicate with Director of Boarding, Boarding Housemasters, Assistant Housemasters and Housemothers as required
 - Liaise with the School's Medical Practitioner and Allied Health Professionals as required. Including but not limited to a Physio, Podiatrist & Dietician
- External: Liaise and communicate with parents/families and external health agencies.

From time to time additional duties may be required by the Health Centre Manager, Director of Boarding and/or member of the Executive.

WORK, HEALTH AND SAFETY

- Take reasonable care to ensure personal safety and health at work and that of other persons in the workplace
- Observe all safe working practices as directed by the supervisor and the use of personal protective equipment as and when required
- Report ALL accidents, incidents and hazardous situations arising in the course of work.



CHILD PROTECTION

All employees of Churchie are required to familiarise themselves with the Student Protection in Anglican Schools Policy and Procedures. It is required they have a responsibility for the promotion and safeguarding the welfare of students with whom they come into contact and ensure compliance with the Schools' Child Protection Policy Statement at all times. If during the course of carrying out their duties, an employee becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns with the Student Protection officer immediately.

OTHER INFORMATION

- Churchie is an equal opportunity employer and is committed to providing a safe and healthy work environment free from discrimination, harassment or bullying
- Applicants are expected to be committed to the principles of Christian education and will comply with the School's values and code of conduct
- Smoking is prohibited in all areas of the School campus which includes but is not limited to buildings and vehicles
- Staff must familiarise themselves with Churchie policy documents that are available on the School's intranet and take the responsibility to maintain currency with these.

SELECTION CRITERIA

Eligible to work in Australia, registered with the Australian Health Practitioners Regulation Agency and possess, or be eligible to obtain, a current Blue Card.

Qualifications

- Registration with the Australian Health Practitioners Regulation Agency (AHPRA)
- Possession of an annual practicing certificate that is free from any conditions that would exclude from working within a school community.
- Advanced First Aid Certificate and the ability to maintain competency in their First Aid certification.

Knowledge and Skills

- Familiar with Medicines & Poisons Regulations 2021.
- Administration of pharmaceuticals (dosages, action, side effects, antidotes).
- Medical equipment (use and care of relevant medical equipment).
- Basic life support.
- Assessment of normal growth and development in children / young people.
- Conducting consultations by telephone.
- Competence in Microsoft Office Suite.
- Experience in use of Data / Health systems.



- High level of organisational skills and attention to detail.
- Ability to work independently, without direct supervision.

Experience

Demonstrated experience in:

- A Primary Health Care setting
- Child, Adolescent and Family Health
- Paediatric Nursing
- School Nursing
- Emergency Nursing

APPLICATION PROCESS

Applicants should submit:

1. A cover letter (1 to 1.5 pages) addressing examples of actual work that has been done, or actual participation in the relevant activity relevant to the role.
2. A full resume.
3. The name, address and telephone number of three (3) recent professional referees who should be in a position to comment about performance in relation to the above criteria.
(Please note: in the case of those applicants short listed for interview, the School may contact your current employer following the interview).
4. Relevant Academic Transcripts/Records.
(Please note: this is not your Graduating Certificate).
5. A copy of your AHPRA registration.

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