



GORDONSTOUN

Broader experiences, broader minds.

HEALTH CARE CENTRE NURSE

JOB DESCRIPTION

Post: Nurse

Responsible to: Healthcare Centre Manager (Nurse)

Hours: Full or Part time – Term time plus (42 weeks per year - term time, Easter Revision and Gordonstoun International Summer School (GISS)).

Responsibilities

Medical and First Aid

1. Administering first aid and care of students
2. Booking medical appointments.
3. Care for students during the day and those staying overnight in the Healthcare Centre.
4. Maintain high standards of care.
5. Administer medication under homely remedies.
6. Remain clinical competent, undertake supervision and attend all training.
7. Writing and reviewing medical healthcare plans for students with more complex health needs.
8. Organising School Health immunisations programmes alongside Grampian Immunisation team
9. Ensuring First Aid kits around school are monitored and are restocked
10. To ensure effective information sharing and handover with the Health Centre team
11. Liaise with school medical team, Public Health and Health Protection Scotland where necessary.
12. Act at all times in the best interest of students.
13. Report concerns to Healthcare Centre manager.

Pastoral Support

1. Support students in time of crisis and emotional need.
2. To be involved child protection team meetings as required.
3. Liaison with appropriate members of the school pastoral team.

Communication

1. Effective communicator.
2. Ability to communicate with students, families and a range of professionals.
3. Able to impart information and knowledge at an appropriate level.
4. Maintain records of all care provided.
5. Ability to communicate relevant information in a timely and appropriate fashion.
6. Act as advocate for the student when appropriate.
7. Maintain confidentiality.
8. To participate in effective teamwork.
9. Identify and act in the student's best interest at all times, using effective decision making.
10. Attend team meetings, supervision and appraisals.

Clinical Governance

1. Maintain confidentiality.
2. Adherence to policies, procedures and guidelines within the school's practice.
3. To report clinical incidents and complaints.
4. Always act in a manner in which to promote health, safety and welfare of others.
5. Recognise own strengths and limitations and seek advice where necessary.

Education, Knowledge, Training & experience

1. Participate in regular competency assessment.
2. Identify training needs in conjunction with the Healthcare Centre Manager.
3. Attend training and regular updates as required.
4. Ensure that mandatory training is kept up to date.
5. Adhere to any codes of conduct or professional standards set by regulatory bodies with whom they are registered or by professional bodies of which they are a member.
6. Participate in supervision sessions and appraisal process.

Management of Health and Safety

1. Prioritise requirements of role and ensure that requirements are met each shift.
2. Manage the care delivery for a shift.
3. Ensure that the boundaries are maintained.
4. Ensure that stock and consumables are used appropriately.
5. Maintain adequate stock levels and control
6. Ensure cleanliness and tidiness of HCC, whilst working within Infection control guidelines.

Regulations

1. Act at all times in accordance with Gordonstoun's policies and procedures.
2. Always act to promote the best interest of the student.
3. Adhere to the regulations required under the Care Inspectorate.

PERSON SPECIFICATION

Criteria for Selection	Essential Requirements	Desirable Requirements
Management and professional	Current NMC registration as Registered Nurse	Community/school/Practice nurse experience Pastoral care experience Boarding Schools Association certificate
Experience	Ability to work independently without medical back up on site. Must be organised and able to prioritise work load. Clinically assess, plan, evaluate student care of illness and injury. Care planning and policy writing. Health promotion/prevention Working knowledge of Child Protection issues.	Experience working with Respiratory management (Asthma) Sexual Health Prescriber Travel Immunisations Smoking cessation Venepuncture Mental health
Knowledge and Skills	Basic first aid IT Skills – Word, Excel Sound communication skills both written and verbal Understanding of the Data Protection Act and GDPR Understand the need for, and able to maintain confidentiality of student information and records at all times Understand the importance of Health and Safety	A&E experience