

# Position Description

## Southern Cross Grammar School Nurse



**SOUTHERN CROSS**  
GRAMMAR

### School Profile

Located in Caroline Springs, Southern Cross Grammar features curriculum and pedagogy based on proven educational research combined with a global outlook. The school offers new opportunities and choices that are intellectually stimulating, progressive and exciting.

We strive to open new doors for all of our students by recognising each student's personal achievements, goals and dreams. We see what's possible and then take each student on a journey to make it a reality.

We believe in creating the very best possibilities for all of our students and look forward to our students, staff and families discovering this difference.

### Student Centred Vision

The following student attribute statement represent the collective goals of the Southern Cross Grammar Passion, Futures, Thinking and Clinical Principles and are intended to continually guide and shape the journey of our learning community.

*Be an ethical, compassionate and socially responsible citizen.*

*Have high aspirations, be curious about the world and demonstrate connectedness in a variety of ways.*

*Actively listen to others and value different points of view.*

*Understand your own talents, strengths and weaknesses, and be respectful of the rights and feelings of others.*

*Accept responsibility and demonstrate accountability for your own learning.*

*Be creative problem solvers and lateral thinkers.*

*Take risks and value mistakes as an opportunity to learn.*

*Be resilient, determined and to persevere through adversity.*

*Question, investigate and reflect upon your learnings.*

*Demonstrate leadership and entrepreneurial qualities.*

Staff at Southern Cross Grammar should not only support and guide students in achieving this vision but they should also demonstrate through action these values in all areas of endeavour.



## Position Description – School Nurse

Position title	School Nurse
Department	Corporate Services
Position reports to	Corporate Services Manager
Direct reports to position	Nil
FTE	Full Time (8:00am – 4:00pm) in Term Weeks. Non-term weeks as required by agreement
Classification	Level 6

### **Key Duties**

Duties of the School Nurse include, but is not limited, to the following tasks:

- Administer medications as required to staff and students in line with School Policies.
- Administer injectable and restricted medications with doctor’s prescriptions in line with School Policies.
- Provide first aid services, wound care and first aid care to students as required in line with School Policies.
- Being the first point of reference of First Aid and other health matters by providing basic First Aid and assessments of students and staff, including pre-camp briefings and students’ medical management updates including liaising with and providing advice to staff who will be in attendance on camps or other off-site activities.
- Liaise with parents prior to camps and overseas trips regarding medical and healthcare needs for their child.
- Maintain an accident and injury register in Synergetic of students and staff treated.
- Prepare and manage medical data and records of workers’ compensation cases.
- Manage the First Aid rooms ensuring that:
  - all medicines are held in accordance with School Policy and directions relevant to the medicine;
  - all student medical alerts are up to date;
  - Universal Infection Control practices are being followed;
  - equipment is operational and well maintained.
- Attend school sporting carnivals as the First Aid Officer.
- Provide assistance as per management plans for ongoing health problems eg. Asthma, Anaphylaxis, Diabetes, Allergies, Epilepsy.
- Liaise with parents/guardians, Heads of School and staff regarding the health needs of students as required (including the development of health based Wellbeing Profiles and/or Modification of Program Profiles).
- Manage and deliver, where applicable, first aid and CPR, anaphylaxis, asthma and other relevant health training for staff including conducting auto injector verification sessions to staff as required.
- Maintain accurate and timely Synergetic records pertaining to staff training and compliance.
- Maintain accurate Synergetic staff and student medical records.
- In conjunction with the City of Melton Immunisation Team oversee the planning and implementation of the Immunisation Program at Southern Cross Grammar and the Staff Flu Vaccination program.
- Review and recommend updates to all medical related School Policies.
- Member of the OH&S Committee.



## Position Description – School Nurse

### **Competencies of Classification – Level 6**

- Perform work assignments, guided by policy, precedent, professional standards and managerial or technical expertise
- Delivery of professional services within defined accountability levels. Employees may operate individually or as a member of a team
- Development and application of professional knowledge in a specialized area/s and utilizing a broad range of skills. Competencies are normally applied independently and are subsequently non-routine
- Significant discretion and judgement is required in planning, designing professional, technical or supervisory functions related to services, operations or processes
- Providing primary nursing care with its associated administrative responsibilities

### **Qualifications and Position Requirements**

- Medication Endorsed Enrolled Nurse (EN) with a current certificate of registration
- Current Advanced First Aid Qualification (HLTAID001, HLTAID003, HLTAID006)
- Current certification in relation to Asthma (22282VIC), Anaphylaxis and allergy care (22300VIC), Anaphylaxis Verification (22303VIC) and Epilepsy and Seizure First Aid (10686NAT)
- Ability to demonstrate a commitment to providing high quality nursing care
- Strong and successful relevant track records in a similar role
- Ability to maintain high levels of confidentiality and professional conduct
- All staff must hold a current Working with Children Check and National Police Check
- All staff must have an understanding of the School's requirements for ensuring child safety
- Proficient in all Microsoft Office products, including Word, Excel, Publisher and Outlook
- Proficient in Synergetic
- High attention to detail

### **Key Contacts**

- Principal
- Corporate Services Manager
- Other Executive staff members
- Other Corporate Services team members
- Staff and school community
- Students
- External providers and suppliers



## Position Description – School Nurse

### Conditions of Employment

- A salary will be paid according to qualifications, experience and demonstrated capacity to achieve outcomes.
- Salary packaging benefits, state-of-the-art facilities, quality staff professional learning and leadership opportunities.
- Employer superannuation contributions as prescribed under the Superannuation Guarantee legislation.
- Employment and leave provisions as outlined in the National Employment Standards (NES).
- Southern Cross Grammar is an equal opportunity employer.
- Southern Cross Grammar is committed to creating and maintaining a child safe environment in which students feel safe and are safe. All staff are subject to and expected to comply with the Child Safe Code of Conduct and the School Child Safe Policy as amended or varied from time to time.

<i>Document Date</i>	<i>Department</i>	<i>Manager Approval</i>	<i>Principal Approval</i>
<i>24 February 2020</i>	<i>Corporate Services</i>		