

## NURSE RGN

### JOB DESCRIPTION

**JOB TITLE:** Nurse (RGN)

**Dept:** Medical Department

**RESPONSIBLE TO:** Lead Nurse  
Deputy Head (Pastoral)

Scale point: 29-31

**Hours:** Term time plus one week during Piano Summer School.

**Day shift hours** 8am -4.15pm

**Night shift hours** 4.00pm til 8.15am [11pm-7am paid at half rate]  
£20 supplement for Friday and Saturday nights only.

Flexibility is an essential part of this role.

The post holder is accountable to the Lead Nurse for all aspects of medical care and administrative, financial and budgetary issues. The School Doctor oversees the medical work of all the Nursing Staff. The Nursing Staff are firstly accountable to the Deputy Head (Pastoral), but overall accountable to the Head.

**FUNCTION:** To provide a clinically effective, high-quality service of nursing care to students and first aid care to all members of the School community. To undertake one week of nursing duties as per the rota for the Piano Summer School that takes place in August each year.

**DESCRIPTION OF THE SCHOOL:** Chetham's School of Music is a mixed sex independent boarding School with students ranging from 8 to 18 years of age.

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### KEY RESPONSIBILITIES:

#### 1. Management/Professional

This will include to:

- Adhere to the NMC's The Code: Standards of Conduct Performance and Ethics for Nurses and Midwives and be conversant with the Scope of Professional Practice and other NMC advisory papers.
- Employment of evidence-based practice to develop and maintain a high quality of nursing care to the students.

#### 2. Nursing

To provide a high standard of service within NMC guidelines to students, members of staff and any visitor while on site.

This will include:

- Organisation and running of Nurse drop-in-clinics.
- Ensuring care plans are developed and written for students requiring them, in liaison with students, parents and House Staff.
- Carrying the Nurse's mobile phone and responding to all emergencies within the School whilst on duty.
- Providing first aid and emergency care and treatment as necessary for students, all members of staff and any visitor, within Chetham's School.
- Maintenance of School first aid boxes and kits.
- Caring for students who attend for routine medication, dressings and simple nursing needs using evidence-based nursing practice.
- Advising students where necessary to attend the School Doctor's surgery or refer the student to their own GP as appropriate.
- Aiding and chaperoning the School Doctor during surgeries or when required.
- Arranging for students to attend any medical, dental, or other health appointment as required. Organising a chaperone and transport as necessary.
- Assessing, planning, implementing and evaluating in-patient care of students admitted into the medical centre.
- Providing a confidential health advice service as appropriate.
- Informing students of trained counselling services offered both in and out of School.
- Keeping up to date with national and local service providers; NHS, private, voluntary organisations and self help groups.
- Carrying out student health surveillance programmes in conjunction with the rest of the Nursing Team. Providing guidance, follow up and/or referral on to other health care professionals, services or agency as necessary.
- Following good practice and specific government directives on immunisation procedures relevant to the school population and individuals.
- Operating procedures for infectious disease control. Being aware of management of communicable diseases and infection control measures.
- Following procedures for the safe disposal of sharps and other clinical waste.
- Being aware of recommended safe storage, usage and disposal of medical supplies, vaccines and medications.
- Maintaining high standards of hygiene and tidiness throughout the medical centre.
- Maintaining treatment room stock, hygiene and tidiness.
- Being familiar with the Schools Child Protection Policy and Procedures and reporting any concerns immediately.
- Undertaking in house training and child protection training as required.
- Taking on responsibility for specific areas of student health care as may be delegated from time to time by the Head Nurse.

### **3. Health Education**

This will include:

- Promoting health education throughout the school population.
- Taking part in the delivery of PHSE, to support teaching staff as appropriate.
- Ensuring the provision of and access to a range of publicity materials on issues relating to student health.
- Creating health promotion displays for use within the school and the medical centre.
- Keeping up to date with current health promotion initiatives.

### **4. Administrative**

This will include:

- Maintaining medical records accurately, confidentially and safely in line with NMC standards.
- Keeping nursing records to a high standard ensuring the accurate and rapid retrieval of information in line with NMC standards.
- Recording administration of medications following administration of medication policy and NMC standards.
- Maintaining general office procedures.

## **5. Health and safety**

This will include:

- Recording and reporting accidents as per the Accident Reporting Policy.
- Having involvement with and awareness of Health and Safety issues within the School which may affect staff, Students or the environment.
- Complying with all and any requirements within the Departmental and School Risk Assessments. Reporting any identified hazards to the Head of Department.

## **6. Liaison**

### **Internally:**

This will include working closely with:

- Other members of the nursing team to ensure a high standard of effective seamless and continuous care
- Appointment Chaperone
- Deputy Head (Pastoral)
- Parents/carers and guardians.
- Working with house parents, academic staff, and School office staff and all other departments as necessary.

### **Externally:**

- Doctors, Health Centre administration and pharmacy staff.
- Appointment and Admission staff for consultants, orthodontics, dentist and opticians.
- School Health Advisers and other members of the primary health care team.
- Social Services where appropriate.

This is not an exhaustive list of duties and the School Nurse will be expected to be flexible to meet the medical needs of the School community

The post-holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with Chetham's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in Chetham's, s/he must report any concerns to Chetham's Child Protection Officer or to the Head (as appropriate).

## Safeguarding Children Policy Statement

Chetham's Safeguarding Children Policy and Procedures are available on Chetham's website. [www.chethams.com](http://www.chethams.com)

This Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognizes the contribution it can make to protect and support students.

I agree that I have read and understood the above job description

Employee's Name .....

Employee's Signature .....

Date .....

**Personal Specification  
School Nurse – Medical Centre**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	RGN	
		RGN/RSCN
	NMC Registered	Membership of RCN
<b>Knowledge &amp; Experience</b>	Current Nursing knowledge and recent practice and experience	
	Experience of working as part of a team	
	Awareness of Child Health issues (ages 8 to 18 years)	Previous School Nurse experience
	Current knowledge of Safeguarding issues	Has received training in Child Protection
	Awareness of Health Promotion initiatives and delivery	Experience of provisions of School Health Education
	Knowledge of Mental Health issues	Experience in Mental Health
<b>Skills &amp; Competencies</b>	Excellent assessment and diagnostic skills	Previous Practice Nurse, A & E or Triage experience
	Ability to undertake a range of clinical skills including First Aid and Emergency care	Holds First Aid at Work Certificate
	Ability to communicate effectively on paper and in person	
	Excellent record keeping skills	
	Ability to work independently as well as being a strong team player	
	Ability to work with complete discretion	
	Ability to meet agreed priorities/deadlines	
	Good IT skills	
	Responsive to change, investigative, adaptable	
<b>Training</b>	Evidence of CPD	Diploma or Degree
	Willingness to learn new skills. Commitment to continuous self development	Venepuncture
	Willing to share skills and knowledge	
<b>Personal attributes</b>	Caring and supportive personality	
	Friendly and approachable	
	Considerable initiative and good organisational skills and sense of responsibility,	
	High degree of common sense	
	Thorough, pays attention to details	
	Courteous, patient, kind attitude	
	Good listener	
	Self motivated, flexible and enthusiastic	
	Honesty and integrity	
	Sense of humour	
	Smart and professional appearance	