



# Position Description

<b>Position Title</b>	Registered Nurse (School Based)
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>School</b>	St Francis of the Fields
<b>Location</b>	<i>Strathfieldsaye</i>
<b>Enterprise Agreement and or Award</b>	Catholic Education Multi-Enterprise Agreement 2022
<b>Classification</b>	Education Support Officer Level 3 - 4 (Category B)
<b>Remuneration</b>	\$65,962.59 (Annual rem excluding superannuation)
<b>FTE</b>	0.83
<b>Status</b>	(Ongoing)
<b>Reports to</b>	Principal

## Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Executive Director of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational, and service matters to Catholic schools within the Diocese.

The Executive Director and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

## Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, sacramental and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act.
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition.
- That a strong sense of community is dependent on the quality of our collegial relationships.
- That each person's potential is fostered through the dedicated ministry of Catholic Education.
- In leadership encompassing vision, innovation, and empowerment.

## Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

### **Principles of Catholic Social Teaching**

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

### **Respect**

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

### **Partnerships**

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

### **Faith**

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

## Position Summary

The position of the Registered Nurse supports students with complex medical needs and is essential to ensure the well-being and safety of students facing significant medical challenges within our school community. The primary purpose of this role is to provide expert nursing care, first aid when required and support to students with complex medical conditions, including those students with other chronic medical conditions. This nurse will play a pivotal role in developing and implementing policies and procedures in accordance with relevant legislation, ensuring that the school remains compliant with all healthcare regulations. Additionally, the Registered Nurse will serve as a valuable educational resource for other school staff, helping to educate them on best practices for addressing the unique medical needs of students, fostering a safe and inclusive learning environment for all whilst empowering the broader school community in supporting students with medical challenges.

## Key Responsibilities

<b>Nursing practice</b>	<ul style="list-style-type: none"><li>• Demonstrates a variety of thinking strategies and the best evidence in making decisions providing safe, quality nursing practice within person-centred and evidence-based frameworks and the application to nursing practice in the school environment.</li><li>• Complies with legislation, regulations, policies, guidelines and other standards or requirements relevant to the context of practice when making decisions.</li><li>• Assists in the development of writing of policy and procedures for management of chronic and acute medical conditions in children at the school.</li><li>• Complies with relevant legislation governing child and adolescent wellbeing. E.g Child Safe Standards.</li><li>• Identifies and adheres to legislation regarding consent, confidentiality, privacy and release of student information.</li><li>• Ensures all processes for nursing communication of clinical and personal information within the school community are consistent with relevant Victorian privacy legislation</li><li>• Demonstrates a Duty of Care and recognises the responsibility to prevent harm through maintaining safety and wellbeing of students.</li><li>• In collaboration with families or carers the Registered Nurse and relevant staff will develop and regularly evaluate risk minimisation plans and communication plans for students who have a specific</li></ul>
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	<p>healthcare need , medical condition or allergy to minimise risk by ensuring staff understand the medical conditions policy and each child’s medical requirement.</p> <ul style="list-style-type: none"> <li>• Adheres to work health and safety legislation within the school environment.</li> <li>• Describes and adheres to legislative requirements for medicines management in a school environment.This includes the <i>Australian Childrens Education and Care Quality Authority (ACECQA)</i>.</li> <li>• Seeks clarification from relevant person/s when questions, directions and decisions are unclear or not understood.</li> <li>• Recognises the differences in accountability and responsibility of registered nurses, and unregulated workers (for example Learning Support Officers, Education Support Officers or Teachers).</li> <li>• Participates in ongoing professional development in the school environment.</li> <li>• Shares specialist knowledge and skills, contributing to the learning experiences and professional development of others, such as Learning Support Officers, Teachers, parents and other members of the school community.</li> </ul>
<p><b>Therapeutic and professional relationships</b></p>	<ul style="list-style-type: none"> <li>• Clarifies responsibilities for aspects of care, when required, and as appropriate with other members of the school community and/or external health professionals.</li> <li>• Liaise with CES Ltd Health Safety and Wellbeing Advisor and Compliance and Risk Advisor as required.</li> <li>• Advocates for the rights of children and young people.</li> <li>• Contributes to quality improvement and research activities to monitor and improve health outcomes contextualised to the school.</li> </ul>
<p><b>Capability for nursing practice</b></p>	<ul style="list-style-type: none"> <li>• Effectively communicates and works collaboratively within the school community and with parents.</li> <li>• Consults with relevant members of the student wellbeing team as appropriate</li> <li>• Participate in Check Ins with Learning Support Officers and other relevant staff.</li> <li>• Builds and maintains professional and therapeutic relationships with students, their families, the school community and other healthcare professionals.</li> </ul>

<p><b>Nursing assessments</b></p>	<ul style="list-style-type: none"> <li>• Undertakes nursing assessment and plans ongoing care to effectively address healthcare needs of individual students and groups within the school community.</li> <li>• Specifically monitors and observes the complex medical conditions of students e.g heart conditions requiring regular blood pressure monitoring and observes signs and symptoms of cerebrovascular accident (CVA), trans ischaemic attacks (TIA) or severe cardiomyopathy.</li> <li>• Arrange prompt and relevant referral to health professionals as needed</li> <li>• Manage student diabetes and seizure management care plans.</li> <li>• Administers medication as prescribed by the students medical practitioner.</li> <li>• Uses clinical expertise to recognise Anaphylaxis and administration of epipens.</li> <li>• Maintains registers for students with specific medical/ health needs such as asthma, anaphylaxis, health support plans.</li> <li>• Effectively implements evidence-based health promotion and preventive care within the school community.</li> </ul>
<p><b>Plan for nursing practice</b></p>	<ul style="list-style-type: none"> <li>• Attend school camps, sporting or other school events.</li> <li>• Plan for the appropriate care needs and facilitate for students with complex needs to participate, in collaboration with teachers and learning support officers.</li> <li>• Plans and manages the recording of administration of medication in the appropriate systems and correct storage of medications.</li> <li>• Plan and manages the Administration of St Francis of the Fields policy and procedure guidelines for Anaphylaxis</li> <li>• Plan and manages the Administration of St Francis of the Fields policy and procedure guidelines for any complex medical conditions of students.</li> <li>• Review and update existing anaphylaxis guidelines and practices in consultation with Principal and senior teacher leaders as per Ministerial Order 706.</li> <li>• Administrator of St Francis of the Fields policy and procedures guidelines for paediatric diabetes.</li> <li>• Administrator of St Francis of the Fields policy and procedures guidelines for Asthma; specifically to ensure that an Asthma Management Plan has been submitted by the parent(s)/guardian(s) of any student who has been identified as an asthmatic.</li> </ul>

	<ul style="list-style-type: none"> <li>• Deliver refresher updates for staff on Anaphylaxis and Asthma to meet VRQA requirements.</li> </ul>
<p><b>Safe, appropriate and responsive quality nursing practice and First Aid</b></p>	<ul style="list-style-type: none"> <li>• Support emergency procedures when cases arise.</li> <li>• Manages the medication inventory and ordering first aid supplies, and medical supplies.</li> <li>• Ensures records of medical equipment are kept current and where appropriate, equipment is serviced at the required intervals.</li> <li>• Act as a resource person in the promotion of personal and community health awareness.</li> <li>• Keep up to date with changes in first aid techniques, practices and legislation and maintain currency with Level 2 First Aid.</li> <li>• Administer first aid to students as required and occasionally to staff when required.</li> <li>• Assist with any audit requirements St Francis of the Fields school needs to complete periodically.</li> </ul>
<p><b>Evaluates outcomes to inform nursing practice</b></p>	<ul style="list-style-type: none"> <li>• Evaluates and monitors progress towards the expected goals and outcomes for students to participate in school activities and learning.</li> <li>• Revises the care plan for nursing practice based on the evaluation.</li> <li>• Determines, documents and communicates further priorities, goals and outcomes with the relevant school staff ,parents and clinical care teams.</li> </ul>

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

## Mandatory Responsibilities and Requirements

### Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

### Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.

- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

### Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

## Key Selection Criteria

Essential	<b>Qualifications and Registrations</b>	<ul style="list-style-type: none"> <li>• Degree in Bachelor of Nursing.</li> <li>• Registered Nurse with Nursing and Midwifery Board of Australia (NMBA) and meets all NMBA registration standards.</li> <li>• Current registration with Australian Health Practitioner Board (AHPRA).</li> <li>• Current Level 2 First Aid certificate.</li> </ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrated paediatric nursing/ health with a minimum 3 years experience.</li> <li>• Demonstrated ability to develop management plans that complies with legislation, regulations, policies, guidelines and other standards or requirements relevant to the context of practice when making decisions.</li> </ul>

		<ul style="list-style-type: none"> <li>• Demonstrate knowledge and experience administering first aid and ability to assess the situations and escalate as required.</li> <li>• Demonstrates analytical skills through accessing best practice evidence for safe and quality practice.</li> <li>• Has a understanding of the need for maintaining accurate, comprehensive and timely documentation of assessments, planning, decision-making, actions and evaluations.</li> <li>• Demonstrated ability to work in partnership to determine factors that affect, or potentially affect, the health and wellbeing of students to determine priorities for action and/ or for referral.</li> </ul>
	<p><b>Commitment to Catholic Education</b></p>	<ul style="list-style-type: none"> <li>• Demonstrated commitment to the Catholic Faith with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.</li> </ul>
	<p><b>Commitment to Child Safety</b></p>	<ul style="list-style-type: none"> <li>• Willing to undergo or provide a current and satisfactory Victorian Working With Children Check (WWCC).</li> </ul>
	<p><b>Skills and Attributes</b></p>	<ul style="list-style-type: none"> <li>• Strong oral and written communication skills.</li> <li>• Intermediate computing skills in Microsoft Word, Outlook, Excel and data base management.</li> <li>• Ability to remain calm under pressure.</li> <li>• Excellent organisational and time management skills.</li> <li>• Enjoyment of, and ability to relate to children.</li> <li>• Strong oral and written communication skills.</li> <li>• Collaborative team member.</li> <li>• Excellent organisational and time management skills.</li> <li>• Commitment to excellent customer service.</li> </ul>