



# Mary MacKillop

## Catholic Regional College

### Position Description

### College Nurse

<b>Position Title:</b>	College Nurse
<b>Reports to:</b>	Business Manager and Deputy Principal Wellbeing – Students and Staff
<b>Work area:</b>	Front Office/Sick Bay
<b>Classification:</b>	Education Support Employee, Level 4 Category B (includes leave during term breaks) as per the Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022.
<b>FTE &amp; Hours of Work:</b>	Ongoing/ Part Time Hours 8:30 am to 3.30 pm (including a 30-minute unpaid lunch break).

Mary MacKillop Catholic Regional College (MMCRC) is a Catholic Coeducational Secondary College inspired by the spirit of St Mary of the Cross MacKillop. The College was established in 1986 and currently serves approximately 560 students from Years 7 to 12 from the South Gippsland and Bass Coast Shires.

Mary MacKillop Catholic Regional College is an innovative and contemporary learning and faith filled community. Set on approximately 25 hectares of beautiful gardens and playing fields with exceptional facilities. We offer a vibrant curriculum and well-established wellbeing initiatives. Our community invites passionate engagement in lifelong and authentic learning. We are responsive and celebrate the diversity and potential of individuals. Every member of our community is supported in the pursuit of being their best.

The College Nurse is responsible for the management and development of the Health Centre, to promote the health and wellbeing of students and staff. The College Nurse will initiate and support health as well as first aid education within the College highlighting preventative measures. The position also plays a role in developing and informing staff understanding of student health matters by facilitating professional learning and briefings.

This position offers an exciting opportunity to contribute to student, staff and community engagement within the College.

#### Child Safety

Mary MacKillop Catholic Regional College is committed to the safety and wellbeing of our students. The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection program across the entire College community. Accordingly, the College Registrar must:

- Be familiar with and comply with the school's Child Safety and Wellbeing Policy and Code of Conduct, and any other policies or procedures relating to child safety;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing; and
- Hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.

**STATEMENT OF DUTIES (NON-TEACHING)**

<b>Key Duties</b>	<ul style="list-style-type: none"><li>• Establishing and managing of the Health Centre</li><li>• Manage the first aid needs of students and staff on a daily basis, including recording of attendance and treatment (being the first point of contact for student medical needs).</li><li>• Application of first aid, and management of any chronic health concerns including type 1 diabetes, Anaphylaxis, Asthma and Epilepsy.</li><li>• Coordinate management of medical emergencies occurring within the college.</li><li>• Management of medication, dispensing of medications as per college and legislative requirements.</li><li>• Planning, ordering and maintaining first aid supplies and kits.</li><li>• Maintaining, information and databases of medications and relevant student information, including student health action plans.</li><li>• Effective communicate with parents/carers regarding medical conditions/injuries and medication.</li><li>• Liaise with families, wellbeing leaders and external healthcare providers to ensure coordinated care for students with ongoing medical needs.</li><li>• Educating Students and Staff in matters of injury treatment and prevention, including facilitating and providing training to staff in CPR, anaphylaxis, asthma and first aid.</li><li>• In consultation with the wellbeing team, work closely with staff and external providers to implement strategies to support students of concern in relation to their medical/medication needs.</li><li>• Manage medical and health records, ensuring that all consents and incidents are accurately recorded per a college policies and procedures.</li><li>• Coordinate the immunisation program for students and staff flu injections.</li><li>• Lead and coordinate staff training in First Aid and management of specific medical conditions in accordance with legislative and compliance requirements, including but not limited to diabetes, asthma, epilepsy and anaphylaxis.</li><li>• Assist with any medical audit requirements the college needs to complete periodically.</li><li>• Assist with the delivery of aspects of the 7-10 Health Curriculum</li><li>• Organise and/or deliver targeted student health initiatives, programs and sessions for students in consultation with the college pastoral care team.</li><li>• Support the organisation and delivery of college-wide events and activities.</li><li>• Assist with answering the telephone in a timely manner ensuring all calls are transferred to the correct location.</li><li>• Maintaining all equipment and resources for the Health Centre including bed linen, towel etc.</li></ul>
<b>Child Safety</b>	<ul style="list-style-type: none"><li>• Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.</li><li>• Assist in the provision of a child-safe environment for students; and</li></ul>

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Created: April 2025

By: Business Manager

<b>STATEMENT OF DUTIES (NON-TEACHING)</b>	
	<ul style="list-style-type: none"> <li>Demonstrate duty of care to students in relation to their physical and mental wellbeing.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>Commit to ongoing professional development in your area of work.</li> <li>Continue development of ICT skills as technologies evolve.</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>Work with other members of the College Administration team when required.</li> <li>Other duties as directed by the Principal or their delegate.</li> </ul>
<b>Organisational Relationships</b>	<ul style="list-style-type: none"> <li>Reports to: Business Manager.</li> <li>Internal Liaisons: Principal, Leadership Team, Transition Coordinator, Learning Adjustment Leader, Pastoral Care Leader, Student Engagement Leader, Year Level Wellbeing Leaders,</li> <li>External Liaisons: Diocese of Sale Catholic Education Limited (DOSCEL), Registrar Network, relevant Primary Schools, College Community Members, prospective families and General Public.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Registered Nurse - Division 1 minimum or Equivalent Competencies (or willingness to attain) in: <ul style="list-style-type: none"> <li>HLTAID003/HLTAID011 – Provide First Aid</li> <li>HLTAID006/ HLTAID014 – Provide Advanced First Aid</li> <li>HLTAID007 – Provide Advanced Resuscitation</li> <li>22300VIC – First Aid Management in Anaphylaxis or 10710NAT – Allergy and Anaphylaxis Awareness</li> <li>22282VIC/22556VIC – Management of Asthma Risks and Emergencies in the Workspace</li> <li>HLTAID008/HLTAID016 – Manage First Aid Services and Resources</li> <li>22303VIC - Course in Verifying the Correct Use of Adrenaline Autoinjector Devices</li> </ul> </li> <li>The following would be of advantage: <ul style="list-style-type: none"> <li>A Certificate IV in Training and Assessment</li> <li>Familiarity with database and a learning management system would be an advantage.</li> </ul> </li> </ul>
<b>Skills, Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Prior experience as a Nursing or Senior First Aid qualifications required.</li> <li>A lively and practical understanding of a Catholic School in the Josephite tradition in word and action.</li> <li>Ability to prioritise tasks, multi-task and work efficiently.</li> <li>Advanced level administrative and organisational skills.</li> <li>Ability to work independently or as part of a team as required.</li> <li>Outstanding interpersonal skills (tactful, diplomatic, empathetic).</li> <li>High level of communication skills (written, aural, digital and verbal).</li> <li>Problem solving skills.</li> <li>Strong attention to detail.</li> <li>Ability to meet strict deadlines; and</li> <li>High level ICT skills and knowledge including database use, MS Office</li> </ul>