

Job Description

Job title:	College Nurse
Department:	Tutorial
Location:	Murray Edwards College
Purpose of role:	Provides healthcare and advice on all aspects of physical and mental health-related issues for the welfare of the students of the College.
Line manager:	Head of Wellbeing
Line manages:	N/A
Salary Band:	4
Hours:	Part time – 25 hours per week
DBS check required?	Yes <input checked="" type="checkbox"/> IF YES, Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input checked="" type="checkbox"/>

Overview of the role

To provide first line confidential advice and support on a wide range of medical, physical and mental health issues to the undergraduate and postgraduate students. To deliver accurate assessment and appropriate response to medical situations, patient presentations and welfare needs, and recognising if, when, where and how these should be treated. This will include recognising when to refer a patient or involve other health-care professionals.

Main duties and responsibilities:

- To provide regular independent surgeries.
- To provide first aid services and answer queries on all health-related matters for the welfare of the college community of students.
- To visit ill students in their accommodation and in hospital when necessary.
- To undertake general nursing duties e.g. renew dressings, blood pressure readings.
- To provide medical rehabilitation and support to students recovering from illness or hospitalization.
- To assist in planning and delivering student wellbeing initiatives/activities.
- To initiate contact with patients to provide follow-up care.
- To support students with disabilities or special educational needs.
- To oversee the registration of new students and provide support and advice to those arriving with chronic illnesses and declared disabilities.
- Keep accurate, professional electronic records of all patient interactions using the PPS secure database.
- Keep accurate records of students with allergies or conditions requiring the administration of emergency medication (e.g. EpiPen) and share with relevant college staff
- To be responsible for the administration, organisation, safekeeping and running of the College surgery and records, including restocking and safe custody of any medicines held there.
- To implement and keep up-to-date with health-related university guidelines.
- To attend and contribute to relevant in-house and external meetings in a professional capacity including regular meetings with the University Counselling Service, Accessibility and Disability Resource Centre and Cambridge College Nurse Association in order to update college on current practice and guidelines affecting the provision of care and support available for students.
- Liaise closely, whilst maintaining professional confidentiality, with the multidisciplinary team, including appropriate healthcare professionals, the Senior Tutor, Head of Wellbeing, Deputy Senior

Tutor, Tutors and College Counsellor as well as other members of staff as needed, to ensure continuity of care.

- The nurse will also have responsibility for advising and developing policy on health matters in College when consulted.
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The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.

Person Specification

	Essential	Desirable
Qualifications required for the post:	<ul style="list-style-type: none"> Registered General Nurse (NMC) 	<ul style="list-style-type: none"> Qualification or experience in family planning, health education, health visiting or community nursing, especially mental health nursing.
Knowledge and experience required:	<ul style="list-style-type: none"> Experience of advising and assisting people with a range of physical and psychological issues Experience of working independently with confidence and making appropriate decisions/ recommendations Knowledge of university and local referral pathways Experience of liaising with a wide variety of individuals, multidisciplinary teams and supporting bodies Experience of working with other medical agencies to achieve the most effective outcome Familiarity with best practice when managing mental health conditions in young adults Computer literate with experience of Microsoft packages including Word Outlook and Excel spreadsheets 	<ul style="list-style-type: none"> Familiarity with Higher Education establishments Experience of working with young adults Counselling skills Experience of planning and delivering wellbeing initiatives
Personal attributes	<ul style="list-style-type: none"> Excellent interpersonal and communication skills Ability to work calmly and under pressure Ability to deal effectively and sensitively with a wide range of medical, psychological and other emergencies Willingness to take a proactive approach to the health and wellbeing of the student community Excellent record-keeping skills Initiative, discretion and the ability to work with limited supervision High degree of flexibility to respond to unpredictable workload 	