



BRISBANE BOYS' COLLEGE

Position Title	School Nurse		
Reporting to	Health Centre Manager		
Department	Wellbeing	Sub Department	Health Centre
Job Type	Casual	Hours per week	Various shifts
Location	Toowong	Last Review	2024

Brisbane Boys College is an established GPS day and boarding school. The school was founded in 1902 by Mr. Arthur Rudd, who had a vision of moulding boys to be worthy leaders and good citizens – a vision that remains today. The College occupies 13-hectare site four kilometres from the centre of Brisbane and educates boys from Prep to Year 12.

Primary Objective

The School Nurse provides health care primarily to the Boarding students, as well as the day-to-day health and emergency care needs of the day students, staff, and visitors to the College.

The casual positions are based in the College Health Centre with the opportunity of on call, morning, afternoon, evening, and night shifts available during weekdays and weekend.

Key Responsibilities

- Assessing students requiring medical attention
- Administering first aid to students and staff as required, respond to emergency medical situations ensuring appropriate immediate medical attention and follow-up action
- Recording the clinic visits of each student/patient
- Maintaining accurate student medical information and records
- Maintaining accurate and up-to-date individual student health care and emergency care plans for students with special care needs in consultation with parents and/or physicians
- Maintaining contact with parents/guardians of all students and boarders, for the purpose of advising them of changes in student health and/or recommending further medical attention
- Monitoring boarding students referred for illness and/or injury for the purpose of attending to their immediate health care concerns and initiating follow-up care
- Making appointments as necessary for boarding students to visit dentists, doctors, or other health specialists
- Liaising with the Health Centre Manager, and the Head of Boarding regarding arrangements for medical or dental appointments for boarding students
- Liaising with the Health Centre Manager, Head of Boarding and boarding students in advance, regarding arrangements made to attend specific appointments
- Communicating with Student Services / Boarding Administration to advise of boarding or day students who have been to the Health Centre prior to the commencement of School
- Ordering supplies and materials as needed, in order to ensure an efficient and effective functioning work area
- Ensuring all orders are approved by the Health Centre Manager before sending
- Maintaining a good rapport with local supporting health services, including general and specialist practitioners to assist boarding students with their health care needs



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- Attending School events, such as sporting carnivals to provide first-aid as required
- Providing training to staff on various health-related subjects (Asthma, Diabetes, EpiPen), advising of management plans and procedures in the case of medical emergencies
- Compiling data and reports as required by the Health Centre Manager

Skills and Capabilities

- Excellent communication skills with the ability to relate well to students, and remain professional and helpful to parents or guardians
- Ability to maintain strict confidence and privacy of information
- Impartial and objective in all dealings with the students and parents
- Strong computer skills, including knowledge of TASS and Microsoft Office programs, as well as familiarity with data base management systems
- Preparedness to keep up to date with technological developments
- Efficient and timely completion of designated tasks
- Demonstrated initiative in resolving problems
- High standard of presentation of the School in public, especially in telephone and direct dealings
- Punctual, reliable and ability to be flexible in unforeseen circumstances
- Effective inter-relationships with parents, staff, students, and all members of the School Community
- Willing to support and contribute to the Christian ethos of the School
- Current First Aid certificate required – including Asthma and Anaphylaxis management.

Mandatory requirements

- Adhere to the PMSA Code of Conduct.
- Comply with College policies, procedures, and training requirements, including those related to occupational health and safety, risk management, child protection, and confidentiality.
- Positively support the College's traditions and Christian ethos.
- It is a condition of employment that the incumbent must apply for and obtain a Blue Card for Working with Children or current registration with the Queensland College of Teachers prior to and while you are employed in the position.

Other

It is not the intent of this position description to limit the scope of the role in any way but instead to give an overview of the key responsibilities. All employees may be required, from time to time, to undertake duties that are outside their usual role but within their skills, competency, and capability. The position description is, therefore, a guide, rather than an exclusive or exhaustive list of duties, and is subject to review and modification by the headmaster or his delegate in response to changes in strategic direction, operational needs, and the growth and development of the incumbent's skills and experience.