



SCOTCH OAKBURN COLLEGE
CREATING THE FUTURE

POSITION DESCRIPTION College Nurse, Elphin

TITLE:	College Nurse, Elphin
AWARD/AGREEMENT:	Agreement Free
EMPLOYMENT STATUS:	Maximum term part-time until the end of 2025 academic year, with the opportunity to extend on job share basis in 2026
DAYS AND HOURS OF WORK:	Monday to Thursday 7:15am to 3:15pm (less ½ hour unpaid lunch break)
WEEKS OF WORK:	Academic weeks and Professional Learning Days as per College calendar
REPORTS TO:	Head of Elphin Campus
LOCATION:	Elphin Campus
QUALIFICATIONS:	Registered Nurse with suitable tertiary qualifications
MANDATORY CLEARANCES:	1. Working with Vulnerable People (Children) Registration 2. National Police Certificate (Schedule 1 Record)

The College:

Scotch Oakburn College is an independent, open entry day and boarding school of approximately 1,300 students from Early Learning through to Year 12, in association with the Uniting Church in Australia. Through the provision of academic, pastoral, and co-curricular programs, the College provides a holistic education designed to prepare students for their future.

Our College has three campuses:

- **Elphin Campus**, located in the inner eastern suburbs of Launceston and home to our Junior School (Early Learning Centre and Years Prep to 5) as well as our Boarding House which supports students who come to us from intrastate, interstate and international locations.
- **Penquite Campus**, located 2.5km from our Elphin Campus and home to our Middle School students (Years 6 to 8) and Senior School students (Years 9 to 12).
- **Valley Campus**, located in the Fingal Valley just over an hour's drive from Launceston and the hub of our Education Outdoors and Environment Centre.

Scotch Oakburn College is one of 250 Round Square schools that span 50 countries around the globe. Round Square schools are committed to character education and experiential learning built around the six IDEALS of International Understanding, Democracy, Environmental Stewardship, Adventure, Leadership and Service.

The Role:

The purpose of the College Nurse role is to provide high-quality health care and first aid services to students and staff, ensuring their medical needs are met safely and efficiently. This includes administering medications, managing chronic conditions, and responding to medical emergencies. The role is also responsible for developing and implementing health policies, conducting medication audits, and promoting health education across the school. By maintaining compliance with health regulations and collaborating with staff, parents, and external health professionals, the College Nurse plays a key role in fostering a safe and supportive school environment.



Scotch Oakburn College is accredited by the **Australian Childhood Foundation** in recognition of its commitment to **child safety standards**.

Child safeguarding screening, selection and training practices form part of the recruitment and selection process, and employment conditions for all positions at the College.



Key Duties and Responsibilities:

Healthcare delivery and First Aid:

- Provide medical care and first aid treatment for staff and students, managing health needs and emergency situations.
- Administer prescribed and non-prescribed medications, including Schedule 8 medications, within qualification guidelines.
- Develop and update medical management and care plans for students with significant health conditions such as asthma, diabetes, and anaphylaxis.
- Attend to unwell boarders and students and notify parents or the School/Department leaders as necessary.
- Ensure proper medical protocols are in place for school-related activities, such as Education Outdoors Programs and school excursions (including overnight, and interstate, and international trips).

Medication management and Audits:

- Implement / continuously improve and manage medication practices, including Dispensary Forms for trips and programs.
- In collaboration with the College Nurse, Penquite, conduct medication audits (Schedule 8) and review medical procedures in the Boarding House, Education Outdoors Programs and across the Elphin campus.
- Manage medication and medical audits as part of risk assessments for trips and camps, providing specific medical advice to supervising staff.
- Introduce and continually embed and oversee the use of Webster-paks for overnight trips and Education Outdoors Programs.

Policy development and Compliance:

- Develop and revise medical policies and procedures, as required.
- Contribute to risk management by ensuring medical protocols comply with health standards and providing guidance on medical care consistency.
- Advise the College Executive on health care matters and compliance implications, especially regarding operational and legal standards.

Training and Health Education:

- Lead training sessions on medication management, anaphylaxis, asthma, and diabetes awareness for staff across all campuses.
- Provide updates in accordance with requirements on asthma and anaphylaxis management and deliver health promotion presentations for staff and students.
- Coordinate health education for key staff (including Boarding House, Education Outdoors and Early Learning) and manage staff refreshers on medication management.

Records, Reporting, and Facility Management:

- Maintain accurate health records for students and ensure regular reporting on health statistics, incidents, and risk assessments.
- Proactively communicate and liaise with families to ensure that student Health Action Plans are completed in an appropriate and timely manner.
- Oversee the administration, stock control, and ordering of first aid supplies within budget, ensure first aid rooms across the College are maintained according to infection control practices.

- Establish a Medical Hub/Sick Bay card access system for Junior School students and staff, ensuring proper access to health services.
- Undertake any additional duties as assigned by the Deputy Principal, Elphin, to support the objectives of the College.

Level of Accountability

Performance of the role must be undertaken with the highest of integrity, in accordance with the College Delegations of Authority. This is a highly autonomous role, with general direction provided as needed. Guidance and advice are available from the Principal, Deputy Principal, Elphin, Risk, Safety & Compliance Manager and Head of Boarding as required.

All tasks must be completed within required timeframes, to a high standard, and in accordance with the policies and procedures of the College. Actively engaging in reflective practices and receiving feedback is required to promote continuous improvement and to lead individual professional development objectives.

Organisational Relationships

Reports to: Head of Elphin Campus

Direct Reports: Not applicable

Key Internal Relationships: Principal
Business Manager
College Nurse Penquite
Risk, Safety & Compliance Manager
Head of Boarding
Director of Staff Growth & Academic Operations (Timetabling)
Head of Experiential Learning
Head of Education Outdoors
Deputy Heads of School (Junior)
Director of Wellbeing (Elphin)
All College staff and students

External Relationships: College community members
Boarding community members
Parents and/or carers of students

Leadership Teams: Not applicable

Safeguarding Children and Young People

As an employee of Scotch Oakburn College, you are required to adhere to our Code of Conduct, accessible on The Dash, which outlines behaviour standards aligned with safeguarding children and young people.

Your responsibilities include providing a safe and welcoming environment for children and young people, acting as a positive role model, ensuring positive and safe interactions, and providing adequate care and supervision. Through the performance of their roles, all staff are required to promote the safety and well-being of children and young people in our care, and report suspicions or disclosures of abuse or policy breaches to management.

Additionally, during your employment with the College you are required maintain valid Working with Vulnerable People documentation and undergo periodic National Criminal History record checks.

You are also obligated to report to College management any criminal charges or convictions received during employment that may pose a risk to children and young people.

Work Health and Safety

Scotch Oakburn college is committed to achieving the highest attainable standards of Work Health and Safety (WHS) for its staff, students, and visitors. As a member of staff, you will be required to:

- take reasonable care of your own health and safety,
- take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons,
- comply, so far as you are reasonably able to, with any reasonable instruction provided by the College to allow the College to comply with the Work Health and Safety Act,
- co-operate with any reasonable policy or procedure of the College relating to health or safety, and
- report any injury, hazard, near miss or incidents and losses as soon as they are detected using the College's incident and accident reporting system.

Knowledge and Experience:

Key areas of knowledge and experience are required in:

- Clinical Nursing and First Aid: Strong nursing experience with the ability to provide first aid and manage chronic conditions like asthma, diabetes, and anaphylaxis.
- Medication Management and Compliance: Expertise in administering medications, conducting audits, and ensuring compliance with regulatory health guidelines.
- Policy Development and Risk Assessment: Experience in developing and reviewing health policies and conducting risk assessments for school health and safety.
- Communication and Training: Strong communication skills for liaising with staff, parents, and health professionals, along with the ability to deliver health-related training.
- Organisational Skills: Ability to manage health records, oversee medical supplies, and maintain first aid facilities efficiently.

In accordance with its Recruitment Policy, Scotch Oakburn College is committed to selection procedures based on merit, qualifications, experience and which are aligned to the key selection criteria of the role. As such, applications for this role should address the Key Selection Criteria below to demonstrate their ability to fulfil the key duties and responsibilities outlined.

Key Selection Criteria:

1. Qualifications and Experience in Nursing and First Aid: Must hold relevant nursing or paramedic qualifications and experience in providing clinical care, administering medications, and delivering first aid in a school or similar environment. Experience in managing chronic health conditions (e.g., asthma, diabetes, anaphylaxis) is essential.
2. Expertise in Medication Management and Auditing: Demonstrated experience in overseeing medication management, including the administration of Schedule 8 drugs, conducting medication audits, and ensuring compliance with regulatory guidelines. Experience in handling medication management for school trips and camps is desirable.

3. **Policy Development and Risk Management:** Proven ability to develop, review, and implement health policies and procedures. Experience in conducting risk assessments and providing advice on health and safety compliance, particularly in educational or boarding settings, is required.
4. **Communication and Interpersonal Skills:** Excellent communication skills, with the ability to liaise effectively with students, parents, staff, and external health professionals. Experience in delivering health-related training and presentations to staff and students is essential.
5. **Organisational and Resource Management Skills:** Strong organisational skills, with the ability to manage health records, oversee the administration and stock control of medical supplies, and maintain health facilities according to infection control standards. Experience in coordinating immunization programs and managing the medical needs of students during trips is a plus.
6. **Safeguarding Children:** Demonstrated commitment to actively contribute to the College's safeguarding culture for children and young people, including an understanding of the College's policies in relation to Child Safety.