

JOB DESCRIPTION

Bank Nurse



HARROW
SCHOOL

DEPARTMENT	Medical Centre
REPORTS TO	Lead Nurse
WORKING PATTERN	Variable shifts as and when needed
ISSUE/REVISION DATE	November 2021

BACKGROUND

Harrow School is one of the world's most famous schools. Founded in 1572 by a local yeoman farmer, John Lyon, under a Royal Charter granted by Queen Elizabeth I, it is located on a 324-acre estate encompassing much of Harrow on the Hill in north-west London. Around 830 boys aged 13 to 18, who come from all over the UK and across the world, live in the School's 12 boarding houses, and there are over 120 academic staff and over 500 support staff.

The Medical Centre team provides a full-time comprehensive healthcare service for the boys and employees of the School – both teaching and non-teaching staff. The level of involvement for the latter is largely on an emergency basis. The Medical Centre is extensively equipped to allow nursing staff to practise in an extended role.

In addition to the Lead Nurse, the nursing staff comprises four nurses. The Medical Centre is open 24/7 with one nurse being on duty overnight. Day-to-day operations are managed by the Practice Manager and the Centre is also supported by a Receptionist/Administrator and domestic staff.

Harrow has a School Doctor who is a GP and present for clinics every morning excepting Thursday. There are also two other sports doctors who provide care on Thursday mornings or Sports Afternoons on a Saturday. The School doctor clinically supports the nursing staff.

The Director of Pastoral Care and Director of Operations, who are both members of the School's Senior Management Team, are responsible for the Medical Centre. The day-to-day management of the Medical Centre is the responsibility of the Lead Nurse, Practice Manager and School Doctor who will conduct annual appraisal and support Nurses clinically, operationally and educationally.

A triage/see-and-treat system operates alongside the Doctor's morning surgery, where nurses utilise their clinical triage, assessment and management skills. Out-of-hours medical care, if required, is normally obtained at local out-of-hours, walk in, urgent care centre locations or Northwick Park Hospital if A&E is required. Most of the boys and staff also have private medical insurance.

Nurses run their own clinics for the areas they take a lead on such as asthma reviews or immunisations, and also have time for administration for these duties encompassed within their rotas.

A private physiotherapy clinic is held in the Medical Centre twice per week. Nurse-led clinics are also provided as required for care of chronic conditions such as asthma and diabetes. Mass vaccinations are administered at the centre. Medical examinations of new boys take place at the start of each academic year in September where they are seen by both Nurse and Doctor.

A consultant in child and adolescent psychiatry attends each week to provide consultation and liaison to the centre staff on the emotional and psychological aspects of the boys' care, as well as providing a direct service to the boys and their families. The Medical Centre is also supported by the School Psychologist and School Counsellor.

THE ROLE

The role of School Nurse at Harrow is to be responsible for the assessment and treatment of minor illness and injuries to the Medical Centre patients, primarily to pupils and resident staff. Supported by the Lead Nurse and School Doctor in the Medical Centre, s/he will deliver care within the boundaries of the role, focusing on supporting the patients to be healthy, the monitoring of long-term conditions, health prevention and screening activities, and supporting the delivery of policies. Being confident in clinical assessment and the management of common illness and injury is an essential skillset.

The School Nurse will be given the opportunity to spend time in clinic with the School Doctor to progress their clinical skills on a regular basis. As well as this direct clinical support from the Lead Nurse and School Doctor there is opportunity to attend a variety of courses throughout the year with funding for these available if appropriate.

KEY RESPONSIBILITIES AND DUTIES

Clinical practice

- Assess, plan and implement management plans appropriate to the health needs of those attending the Medical Centre
- Accept Named Nurse responsibilities as requested and implement and evaluate individual treatment plans for boys with complex or long-term conditions
- Prioritise health problems and intervene appropriately to assist boys and School staff in complex, urgent or emergency situations, including initiation of effective emergency care
- Promote health education strategies that encourage them to live healthily and apply principles of self-care
- Delivery of opportunistic health promotion as appropriate
- Implement and participate in immunisation programmes for the boys
- Advise, support and, where appropriate, under guidance from the Lead Nurse, administer vaccines for patients travelling abroad
- Provide health information to Matrons, House Masters and Masters as appropriate
- Provide first-aid support at School sports events when required
- Take an active role in audit and research to further improve the provision of healthcare at Harrow School

Communication

- Demonstrate a sensitive communication style, ensuring that patients are fully informed and consent to treatment
- Liaise fully with colleagues at the beginning and end of each shift to ensure a full handover takes place
- Liaise with the Lead Nurse and School doctors on Medical Centre issues as required
- Recognise the need for alternative methods of communication to overcome different levels of understanding and patient preferences
- Anticipate barriers to communication and take action to improve communication
- Maintain effective communication with colleagues, Matrons and House Masters
- Communicate effectively with parents when required
- Act as an advocate when representing the boys' viewpoints to others

Professional

- Recognise and work within own competence and professional code of conduct as regulated by the Nursing and Midwifery Council (NMC)
- Provide accurate, contemporaneous and complete records of patient consultations and drug administration consistent with legislation, policies and procedures
- Prioritise, organise and manage own workload in a manner that maintains and promotes quality
- Deliver care according to the National Institute for Clinical Excellence (NICE) guidelines and evidence-based care
- Evaluate the patients' response to healthcare provision and the effectiveness of care
- Promote and safeguard the welfare of children and young persons for whom s/he is responsible; understand and apply national and School Safeguarding and Child Protection policy that supports the identification of vulnerable and abused children; and discuss urgently any concerns with the School Doctor or Lead Nurse
- Work within policies relating to substance abuse and refer as appropriate
- Ensure medical records are kept accurately and safely, both in hard copy and/or electronically (via EMIS or iSAMS)
- Ensure all personal data is processed in line with the General Data Protection Regulation (GDPR)

Risk management

- Monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies and guidelines

- Ensure the safe storage, rotation and disposal of vaccines and drugs is undertaken
- Document controlled drugs according to legal requirement
- Undertake mandatory and statutory training
- Apply infection-control measures in the Medical Centre according to local and national guidelines

Core clinical skills – Essential

- Confident with injury and illness assessment
- Biometric measurement e.g. height, weight, BP, temperature, oxygen sats,
- Peak expiratory flow rate
- Urinalysis
- Intramuscular and subcutaneous injection

Core clinical skills – Desirable

- Venepuncture
- Spirometry
- ECG

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's safeguarding and child protection policies and procedures at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to his/her line manager or the School's Designated Safeguarding Lead. This position is subject to an enhanced check with the Disclosure and Barring Service in the event of a successful application. Copies of the School's Code of Practice and Policy on the Recruitment of Ex-Offenders is available from the HR team.

PERSON SPECIFICATION – Bank Nurse

All staff are expected to conduct themselves in line with the School's values which are: **Courage, Honour, Humility** and **Fellowship**. While the School's values set out what matters most to us, the behaviours below are intended as a shared set of expectations to refer to, and standards to aspire to, in our dealings with others. They are the practical application of our values.

COURAGE

- We remain optimistic and purposeful in a disrupted world.
- We take responsibility for our decisions, even the hard ones.
- We always challenge poor behaviour in ourselves and others. We are open to new ideas, and seek fresh challenges.

HONOUR

- We keep our promises.
- We act with integrity – doing the right thing, even when it is difficult or when no one is watching.
- We respect and value our traditions whilst setting them in the context of today.

HUMILITY

- We work hard to serve others within the School and across our wider communities where possible putting their interests before our own.
- We give and seek honest and appropriate feedback, reflect on our failures and learn from them.
- We support each other through challenges and whatever the outcome, we celebrate those that took part.

FELLOWSHIP

- We respect each other and value our differences, knowing that we are more effective and more resilient working together.
- We are kind and inclusive; we value the contribution that each of us makes.
- We role model the behaviours that we would like to see in others; we ask only of others what we would be prepared to do ourselves.

Alongside the behaviours set out above, post holders/candidates will be expected to demonstrate the following:

QUALIFICATIONS, EDUCATION AND TRAINING

ESSENTIAL

- Band 6/7 NMC registered
- Dual qualification RN/Child Branch
- Evidence of continuing education

KNOWLEDGE AND EXPERIENCE

ESSENTIAL

- Previous experience in either practice nursing or school nursing
- Health education in at least two of the following areas: first aid sports injuries; minor trauma; problems of adolescence, Public Health immunisation programmes; and/or chronic disease management e.g. asthma, eczema, diabetes, epilepsy and allergies
- Knowledge of child protection procedures and confidentiality issues
- Knowledge of child growth and development
- Experience of assessing and recommending treatments for minor ailments and knowing when to refer to the Lead Nurse or a doctor/specialist

- Knowledge of dealing with acute and chronic conditions relevant to the 13 to 18 age group e.g. asthma, diabetes, epilepsy, anxiety, depression, eating disorders

DESIRABLE

- Experience of working with adolescents
- Experience of working in a boarding school environment
- Further relevant qualifications i.e. Advance Nurse Practitioner/School Nursing
- Experience of teaching and/or a desire to teach

SKILLS AND ABILITIES

ESSENTIAL

- Excellent written and oral communication skills
- Sound knowledge of information technology, Microsoft Office (Word and Excel) and EMIS database
- Demonstrable ability to work autonomously, using own initiative, plus the ability to make sound clinical decisions independently if required
- Excellent time-management skills
- Able to prioritise a busy workload
- Able to work to a high standard, following protocols, with minimal supervision
- Proven ability to work as part of a multi-disciplinary team
- Able to cope with emotional and sometimes distressing issues

PERSONAL ATTRIBUTES

- Professional, calm and proactive with a flexible approach to work

OTHER REQUIREMENTS

- Able to work both day and night shifts, with the flexibility to work beyond those hours on occasion