



## JOB DESCRIPTION

Post:	<b>Nurse - Evenings</b>
Department:	Safeguarding and Wellbeing
Reporting to:	Wellbeing Manager/ Deputy Safeguarding Lead
Actual Salary:	Circa £18,137 per annum based on an FTE of £31,000 per annum, term time only for 36 week
Hours per week:	27.5 hours per week, Sunday to Thursday
Contract Type:	Support/Permanent/Term Time Only
Annual Leave:	25 Days pro rata
Probation Period:	6 months

### **Main Purpose of the Role:**

Responsible for supporting the health and wellbeing of Further and Higher education students. This will also include supporting the wardening team with medical and wellbeing student concerns.

### **Main Duties & Responsibilities:**

1. Assess, plan, implement, evaluate and document nursing care of patients in accordance with departmental policies and standards of professional nursing practice.
2. Responsible for the quality of care delivered by self or others under his/her direction.
3. Delegate care of patients to others and ensure that anyone delegated to is able to carry out your instruction.
4. Ensure the storage, supply and administration of medication are in accordance with the Nursing and Midwifery Council guidelines and/or departmental policies.
5. Maintain Nursing and Midwifery Registration and undertakes continuing professional development (CPD) in accordance with the PREP (CPD) standard.
6. Work with others to promote and protect the wellbeing of those in your care, while upholding patient confidentiality
7. Conduct necessary risk assessments in order to reduce the risk of harm to patient, self or the wider community.
8. Provide or obtain expert knowledge to other departments and staff when required.
9. Respect a person's right to confidentiality and disclose information if you believe someone may be at risk of harm, in line with departmental policies, child protection and safeguarding policy and the law of the country.



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10. Be an integral part of the duty warden team providing medical, safeguarding and wellbeing support to residential students. This will include dealing with incidents where medical attention is required, visit students in their residential accommodation to carry out wellbeing checks, liaising with parents and other medical professionals and assisting the team where required.
11. Gain consent before you begin any treatment or care and respect a person's right to accept or decline that treatment, in line with the Mental Capacity Act 2005. Provide a clinic for students in accordance with your contractual hours of employment. Refer and liaise with multidisciplinary team members who are directly involved with the patients care (doctors, nurses, physiotherapists, counsellors ECT...)
12. To manage the clinics provided by the local doctors practice for their patients.
13. Liaise with parents or carers when necessary, obtaining consent unless consent cannot be given due to serious ill health or injury.
14. Maintain accurate, confidential and secure records of patients both written and electronic.
15. Coordinate with external agencies when there is a need for them to provide a service to patients within the organisation (i.e. Primary Care Trust Immunisation Team).
16. Provide room visits to students who are too unwell to attend an appointment in clinic.
17. Cooperate and liaise with Public Health England and Senior Management within the organisation with regards to possible or confirmed outbreaks of infectious diseases.
18. To follow-up with students under the age of 18 who do not turn up for appointments to ensure they are safe.
19. Ensure nursing supplies are well stocked and in date and medical equipment is working and safe for use in a clinical setting
20. Ensure health and safety measures maintained, utilising appropriate PPE to protect yourself and patients at all times.
21. Promoting and safeguarding the wellbeing of children and vulnerable adults they are responsible for, or come into contact with.
22. Log student absences from lessons for those under the age of 18
23. Deliver / Promote Health Awareness to staff and students.



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### **Teaching Posts Only**

For all teaching and related posts, the following duties are specified: formal scheduled teaching; tutorials and student assessment; management of learning programmes and curriculum developments; student admissions; educational guidance and counselling; preparation of learning materials and assessments; marking of student work and examinations; management and supervision of student visit programmes; research and other forms of scholarly activity; marketing activities; consultancy; leadership and staff management; administration and personal professional development. Workloads will be determined in line with your timetabled activity.

### **Other Reasonable Duties**

This Job Description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. In cases, however, where there is a permanent or substantial change in the duties and responsibilities Hartpury reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post. This list of duties is not exhaustive and from time to time staff will be asked to undertake any other reasonable tasks in relation to their role.

### **Safeguarding**

Hartpury recognises that it has a statutory and moral duty to ensure that Hartpury safeguards and promotes the welfare of young people and vulnerable adults receiving education and training at Hartpury. It is the responsibility of everyone at Hartpury to protect young people and vulnerable adults and there are procedures in place to minimise risk and ensure appropriate action is taken should abuse be suspected.

You are responsible for familiarising yourself with the Child Protection & Safeguarding Policy and Procedures, the Code of Professional Conduct, the Guidelines on Professional Boundaries and Keeping Children Safe in Education and adhering to these regulations in the workplace. A copy of these Policies and Procedures can be found on the staff intranet.

### **Equality, Diversity and Inclusivity**

It is the responsibility of the post holder to promote equality, diversity and inclusivity across Hartpury. The post holder will undertake their duties in accordance with Hartpury's policies relating to equality and diversity.

Hartpury is committed towards promoting positive mental health by working towards the MINDFUL EMPLOYER Charter. Hartpury aims to create a culture of support within the workplace where employees can talk about mental health problems without the fear of stigma or discrimination.

### **Health and Safety**

The post holder will be required to promote health, safety and wellbeing throughout Hartpury. They will also be required to undertake their full duties and responsibilities in



accordance with Hartpury's Health and Safety Policies and Procedures.

## PERSON SPECIFICATION

Requirements	Essential	Desirable	How Assessed (AF / IV / Other)
<b>Qualifications/Training</b>			
Level One Registered Nurse		✓	AF
Degree or Diploma in Nursing Studies		✓	AF
<b>Experience/Key Skills</b>			
Experience of post registration in Acute Medicine or Sexual Health		✓	AF/IV
Experience in Primary Care Practice		✓	AF/IV
An understanding of safeguarding and its importance in a College environment	✓		AF/IV
<b>Behavioural Competencies</b>			
<b>Excellence</b> With enthusiasm, we work to deliver a high-quality service to meet personal, organisational student and customer expectations. We pursue a 'can-do' attitude in all of the work we deliver ensuring it meets the needs of all current and potential students and customers.	✓		AF/IV
<b>Champion Change</b> With enthusiasm we seek to continually improve and are always receptive to new ideas. We display agility and promote change as an opportunity to apply new skills and foster a learning environment.	✓		AF/IV
<b>Responsibility</b> We take ownership of our work and use our initiative to deliver. We are accountable for our own performance and development, and we take responsibility for our actions and decisions.	✓		AF/IV
<b>Working Together</b> We work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners.	✓		AF/IV
<b>Trust and Respect</b> We are aware of our impact on others and our use of resources. We value openness and listen carefully to understand the views of others. We promote the values of diversity.	✓		AF/IV



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Where aspects of the person specification are shown as 'desirable' it is understood that the knowledge, skills or experience required could be achieved through relevant training which Hartpury is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidate's ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of young people and vulnerable adults. The candidates will also be tested with regard to their openness to diversity.

This post is subject to Hartpury obtaining medical clearance, DBS clearance, and evidence to show eligibility to work in the UK and employment references satisfactory to Hartpury.