

**Job Title** Casual Staff Nurse

**Reports to** Nurse Manager

### Job Purpose

We are seeking an enthusiastic and committed individual to join the College as a Casual Staff Nurse to provide emergency cover which will also include on-call shifts. The role of Casual Staff Nurse is to provide nursing care to pupils and first aid to staff. You will also be responsible for providing a basic assessment of minor illness and injury, monitoring long-term conditions, keeping records of patient consultations, drug administration and updating immunisation records. You will also run nursing clinics such as morning surgery, asthma, vaccination and wound care clinics.

### Key Tasks and Responsibilities

- Responsible for providing nursing care for in-patients and out-patients;
- Ensure observations of in-patients are updated regularly and recorded accurately;
- Responsible for the general care of pupils who are unwell in the Health Centre, supplying them with a light meal if required (the College provides training on food hygiene);
- Supervise morning surgery with the doctors; ensuring pupils who are in-patients are seen daily by their doctor;
- Assist with the care of out-patients including triage, venepuncture and wound care;
- Responsible for administration of medicines and treatments; including asthma care and allergy care;
- Carry out assessments and provide treatment of minor injuries and sports injuries;
- Provide travel immunisations and routine immunisations;
- Be involved in health promotion and health education of a variety of topics;
- Ensure medicals are carried out for all new pupils, accurately updating their records (with height, weight, urine, BP, VA, PEFR, etc);
- Active participation in training and team development activities;
- Provide "First Aid" care to college staff while on-site;
- Exhibit a flexible approach to working on a rota basis of late and early shifts, which will include being on-call at night and to provide necessary cover where needed;
- Promote good general nursing care;
- Work within the relevant legislation, policies and procedures;
- Undertaking other duties not specifically stated which from time to time are necessary without altering the nature or level of responsibility;
- Commitment and promotion of equality, diversity and inclusion;
- All positions at Eton are classed as 'regulated activity' as per the Keeping Children Safe in Education 2021 guidance, therefore a good understanding of safeguarding procedures is essential;
- Commitment to safeguarding and promoting the welfare of children, including by not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
- Understand and comply with procedures and legislation relating to confidentiality.

Last Updated: 18<sup>th</sup> January 2022

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time and it is expected that incumbents will perform tasks which are not included within their role profiles.

**Skills and Competencies Required**

To be successful in this role, the incumbent should have:

- Registered Nurse with valid NMC PIN;
- Education or continuing education within nursing; with a maximum of 2 years post-registration experience;
- Good IT skills;
- Dual qualification RN/Child Branch is desirable;
- Experience working on Vaccination, Diabetes, Asthma and sports injury is desirable;
- Confidence to use own initiative, but also know when to ask for help and guidance;
- Great communication skills;
- An eye for detail – you will be key to making sure our data is captured and recorded accurately;
- Enjoy working in a team.

There are no normal hours of work. The college is under no obligation to provide you with work or to provide you with a minimum number of hours work each week. As a member of bank staff, requirements for your services will depend on a varying level of demand. There are no minimum hours of work guaranteed to you.

**Disclosure Checks**

Eton College is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. This role is classed as 'regulated activity', whereby the post holder may be required to have contact or be involved in unsupervised activities with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment. All offers of employment are subject to a number of recruitment checks, including but not limited to; verification of identity and right to work in the UK, an Enhanced DBS check, pre-employment health check questionnaire, satisfactory references, verification of professional qualifications which the College deems a requirement for the post, or which were otherwise cited in support of your application and probationary period.

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