



# The Scots College

Sydney Australia

## Role Description – Manager of Student Health and Wellbeing

"In seeking to serve God faithfully, the Scots College exists to inspire boys to learn, lead and serve as they strive for excellence together"

*Scots to the Fore: Brave Hearts, Bold Minds – Our Strategic Intent 2016-2025*

1. Position Title: Manager – Student Health and Wellbeing
2. Role Purpose: The Manager – Student Health and Wellbeing is responsible for the provision of quality health care to the students and staff of the College (all campuses) and the day to day operation of the College Health Clinic at Bellevue Hill.
3. Location: Senior School, Bellevue Hill but responsible to all campuses
4. Responsible To: Director of Boarding  
Ultimately responsible to The Principal
5. Principal Relationships: Principal, Director of Boarding, Boarding Housemasters, Heads of Campus, Senior Leadership Team, Clinic Staff.

## 6. Key Tasks and Expected Outcomes

Position Responsibilities	Core Activities	Key Performance Indicators
<p>Management of the Onsite Primary Health Care Clinic</p>	<ul style="list-style-type: none"> <li>• Provision of direct primary health care and first aid to students of the college</li> <li>• Observe the physical and psychological behaviours and responses during interactions with the students</li> <li>• Within the scope of knowledge and skills, report any concerns to the Director of Boarding if a boarding student or to the Head of Students if a day student</li> <li>• Promote and maintain a clean, safe, comfortable environment to treat and administer medical treatment to students, monitor and supervise students in the Clinic as per College policies and procedures</li> <li>• Recognise students deteriorating health and referral to appropriate services</li> <li>• Maintain student's privacy at all times as per the current legislation and requirements</li> <li>• Facilitate student's appointments as required, including the arrangement of escorts for boarders in Years 7 to 9</li> <li>• Administration of medications prescribed by a Local Medical Officer within the limits and scope of the Standard Guidelines for School Nursing and The Scots College Medication Policy</li> <li>• Plan and evaluate care, in consultation with multidisciplinary health care services</li> <li>• Provision of daily hygiene and safe work practices required in the clinic that include appropriate disposal of waste, linen changes and other such sanitary practices to avoid transmission and infection</li> <li>• Deliver meals to students in clinic as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Line Manager feedback</li> <li>• Staff Feedback</li> <li>• Student Feedback</li> <li>• Cleanliness of Clinic</li> <li>• Evidence of sanitary practices</li> <li>• Appropriate disposal of medical waste</li> <li>• WHS.</li> </ul>

<p>Organisational and Administrative</p>	<ul style="list-style-type: none"> <li>• Development and supervision of effective (Nursing) staff schedules and rosters</li> <li>• Development and management of health clinic budgets and expenditure, including implementation of effective procedures for accurate recording of student expenditures and collection via the finance office</li> <li>• Ensure that health information regarding every student is current, comprehensive and clearly communicated to relevant members of the school community. This includes action plans for students with specific medical conditions such as anaphylaxis, allergies, epilepsy and diabetes</li> <li>• Ensure the health clinic and other campuses are prepared to deal with emergency and critical incidents involving staff and students of the college.</li> <li>• Ensure that the health clinic and other campuses are adequately equipped with the necessary pharmaceutical, medical and first aid material required</li> <li>• Check all student medical forms prior to school camps and excursions and ensure appropriate medication and First Aid supplies are available for specific student needs</li> <li>• Ensure that all relevant medical information is available to staff attending school camps</li> <li>• Assist in maintaining first aid kits throughout the school</li> <li>• Organisation and administration of training for all staff in First Aid, CPR and other current health issues where applicable</li> <li>• Effective liaison with NSW Health to coordinate the student immunisation program throughout the school year</li> <li>• Attend meetings as requested by the Director of Boarding</li> <li>• Management of all third-party provider contracts and services</li> <li>• Liaise with finance to ensure all appropriate insurances are accurate and current</li> </ul>	<ul style="list-style-type: none"> <li>• Line manager feedback</li> <li>• Staff feedback</li> <li>• Effective procedures implemented and followed</li> <li>• Nursing Colleagues' feedback</li> <li>• Budget Management</li> <li>• Customer service and response</li> <li>• Medical Record</li> <li>• Management</li> <li>• Reporting</li> <li>• Multi-site review</li> <li>• replenishment of medical material, tools and medication</li> <li>• First aid training for staff.</li> </ul>
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Educational	<ul style="list-style-type: none"> <li>• Maintain professional registration with APHRA, First Aid and Cardiopulmonary Resuscitation and provide a copy of accreditation to People and Culture</li> <li>• Experience/knowledge providing medical treatment to sporting related injuries and First Aid. For example, concussion protocol, broken limbs.</li> </ul>	<ul style="list-style-type: none"> <li>• People and Culture Feedback</li> <li>• Completion of all CPD training requirements to maintain registration for all clinic staff.</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Ability to provide a high level of effective communication, including verbal, written and computer skills</li> <li>• Ability to be able to communicate in a respectful and professional manner with all College stakeholders, including, but not limited to, students, staff, parents and carers</li> <li>• Communication of relevant health information with parents and staff in relation to student health requirements and treatments</li> <li>• Ongoing liaison with medical and therapy practitioners who provide services to College students via the health clinic and relevant cam uses</li> <li>• Ensure that the health clinic staff and visiting medical practitioners comply with NSW Health regulations.</li> </ul>	<ul style="list-style-type: none"> <li>• Line manager feedback</li> <li>• Staff feedback</li> <li>• Student feedback</li> <li>• Parents feedback</li> <li>• Nursing Colleagues' feedback</li> <li>• Reporting of medical activity, compliance and performance measures.</li> </ul>
Compliance	<ul style="list-style-type: none"> <li>• ensure that the health clinic and associated campuses have up to date policies and procedures in line with NSW Registration and Accreditation requirements and Australian Boarding School Standard recommendations.</li> </ul>	<ul style="list-style-type: none"> <li>• Risk and Compliance</li> <li>• Manager feedback</li> <li>• Line manager feedback</li> <li>• Medical record management privacy.</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>• a strong commitment to ongoing professional development.</li> </ul>	<ul style="list-style-type: none"> <li>• Line Manager feedback</li> <li>• all staff qualifications are up to date.</li> </ul>

7. Essential Selection Criteria:

- registered nurse
- current NSW Working with Children Check
- current NSW Police Check
- current First Aid Certificate
- compliant with NSW Health's Health Screening and Immunisation Policy
- a high level of verbal and written communication
- commercial acumen – experience managing a budget end to end for the service required
- confident computer skills
- ability to collect and record accurate medical data
- a sound knowledge of Work Health and Safety
- must be flexible according to the needs of the College community
- propensity to recognise the value and uniqueness of each individual within the College community
- commitment to one's own ongoing learning
- professional and personal integrity
- being flexible and open to change
- being proactive and innovative
- ability to work in and lead a collaborative environment
- organised and punctual with good time management skills
- demonstrating sympathy and support for the Christian ethos of the College
- enhanced knowledge of the College's Child Protection Policy.

8. Desirable Skills:

- Experience working in a school environment

9. Performance and Development Review:

The appointee to the position of Manager – Student Health and Wellbeing will be required to participate in the annual Performance and Development Review that is undertaken by all members of Boarding Staff and overseen by the Director of Boarding.

#### 10. Additional Information:

As with any busy boarding school, The Scots College is a dynamic environment and staff may, on occasion, be required to take on additional duties and activities, and/or swap their duties to take place outside their normal weekly and weekend duties, this includes an expectation that the Manager Student Health and Wellbeing is on call to assist with medical issues within Boarding, Co-Curricular and Sport. Such requests will be discussed with the staff member and will take reasonable consideration of time demands.

The Manager Student Health and Wellbeing reports to the Director of Boarding, who will meet regularly with them to offer support and guidance where appropriate.

The position is a full time, fixed term appointment (renewable on the successful completion of performance appraisal) and will comprise of a remuneration package made up of a salary component, superannuation and other relevant conditions. Accommodation may be available. The intense nature of the role is reflected by the Manager – Student Health and Wellbeing, taking school holidays as their annual leave – not including relevant staff professional development days and additional responsibilities in preparation for term, as agreed with the Director of Boarding.