CLARE COLLEGE
CAMBRIDGE

Further particulars for the position of
Assistant College Nurse

February 2018
Requirement

Clare College wishes to appoint an Assistant College Nurse with the skills, experience, and enthusiasm to work with the College Nurse and others members of the Welfare team to provide a high quality service to the student body.

Job title: Assistant College Nurse

Department: Health & Welfare Centre

Responsible to: College Nurse

Job Purpose: The Assistant College Nurse, together with the College Nurse, will have responsibility in providing a first-line health care and health-related welfare service to students.

Principal Responsibilities and Duties

The postholder must be able to assess medical situations and patient presentations and recognise if, when, where and how these should be treated. Recognising when to refer a patient is a crucial part of the role.

In order to provide high standards of care and meet the nursing needs of the College:

I. hold regular independent surgeries on weekdays during term time
II. visit ill students in their accommodation and in hospital when necessary
III. answer queries and provide advice and information by telephone and email
IV. keep accurate electronic records of all patient interactions using the health centre’s PPS secure database
V. initiate contact with patients to provide follow-up care

In order to provide a comprehensive support service, the post holder will:

I. liaise closely with the College Nurse to ensure continuity of care
II. liaise closely, whilst maintaining professional confidentiality, with appropriate healthcare professionals, Senior Tutor, Tutors, as well as other members of staff as needed, to ensure continuity of care.
III. participate in regular (minimum of 2) reflective practice or clinic supervision sessions per term, to support safe and best practice
IV. engage in appropriate Post-Registration education for professional up-dating as required

In order to augment welfare support, the post holder will:

I. support students with disabilities or special needs
II. offer well person consultations by appointment
III. provide health education as appropriate, both planned and opportunistically
In order to maintain confidentiality and safety, the post holder will:

I. be responsible for the security of the Health & Welfare Centre and its contents whilst on duty
II. keep electronic patient records and information secure and confidential
III. maintain safe storage and administration of drugs, medical supplies and equipment

This list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be specified by the College Nurse from time to time.

Person specification

Qualifications, Knowledge and Experience:

- NMC Registered Nurse with significant post registration experience
- Sufficient experience to manage a range of medical, psychological and other emergencies
- Experience of managing minor illnesses and injuries
- Experience of working with young people
- Experience of working with patients with mental health conditions (desirable)
- Knowledge of local referral pathways

Skills, Abilities and Competencies:

- Counselling skills
- Much of the work is advisory in nature and the ability to win the confidence and trust of young people is essential.
- Well-developed organisational and administrative skills and an ability to prioritise workload and recognise emergency situations.
- High degree of flexibility to respond to unpredictable workload.
- Initiative, discretion and ability to work with limited supervision.
- Ability to deal appropriately with sensitive and private information about individuals and to operate in a highly confidential and professional manner.
- Computer literacy; good written, verbal and presentational skills
- Excellent interpersonal skills in order to liaise with a wide range of individuals.

Terms and Conditions

Length of post: This is a permanent post.

Salary: The starting salary for the post will be between: £28,746 - £35,577 (Full time equivalent) depending on experience.

Hours of work: You will be expected to work 15 hours per week for 32 weeks per year. These 32 weeks are made up of the weeks of Full term, plus additional weeks outside of Full term to be agreed with your manager. The hours of work will be 9am -2pm, Monday, Wednesday and Friday (although there is a degree of flexibility).
Holiday entitlement: As you will be work term time only you will receive an additional payment on top of your salary for holiday pay. It is not expected that you will ask for holiday during term time.

Location: Health & Welfare Centre, Memorial Court, Clare College

Contractual benefits include:

- Membership of a contributory pension scheme after a qualifying period

Other benefits include:

- Access to a ‘cash plan’ healthcare scheme currently provided by Medicash
- Car parking in College (subject to availability)

The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one week’s notice on either side. Following the successful completion of the probationary period, the period of notice would be three months on either side.

Any offer to a successful candidate will be conditional upon a satisfactory DBS check.

**Recruitment Process**

Please include in your application:

- A completed application form (mandatory)
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full CV;
- Names and contact details of three referees who know you in a professional capacity.

Completed applications must be signed and sent by email or hard copy to Sally Hewings (sh35@cam.ac.uk) the HR Manager, Clare College, Trinity Lane Cambridge CB2 1TL to arrive no later than 9 am on **Monday 19 March 2018**.