



Robinson College

College Nurse

CANDIDATE INFORMATION PACK
CLOSING DATE: FRIDAY 15 MAY
AT 9AM



About Robinson College

The College is a centre of academic excellence with about 400 undergraduates and about 300 postgraduates. Sir Richard Heaton is Warden of the College and there are approximately 90 Fellows and 125 non-academic staff.

Robinson College is the most recent addition to the 31 colleges which make up the University of Cambridge. It owes its foundation to the generosity of Sir David Robinson whose endowment is the largest single gift ever accepted by the University. Planning for the College began in 1973 when trustees were appointed; building started in 1977 and the College moved into its new accommodation in October 1980. Her Majesty The Queen officially opened the College on 29 May 1981.



Reports to: Senior Tutor/Head of Wellbeing

Purpose of the job:

The Primary role of the College Nurse is to provide health care and health-related advice to students and staff within Robinson College.

The College Nurse is a member of the College Wellbeing team and works closely with the Senior Tutor, Head of Wellbeing, College Tutors, and other Heads of Department in aspects of their work that involve student welfare.

The College Nurse provides first line confidential advice and support on a wide range of medical, physical and mental health issues to the undergraduate and postgraduate students, Fellows and staff at Robinson College (80%) and Clare Hall (20%).

The College Nurse supports, assesses and responds appropriately to medical situations and provides informed and coherent responses to complex student cases involving concerns about physical health and disability.

Crucial to the role is the ability to recognise when to refer elsewhere, and how College Welfare and Wellbeing provision sits within the University of Cambridge stepped care model.

Key relationships:

Head of Wellbeing, Student Wellbeing Advisor, Senior Tutor, Chaplain, Tutorial Department, Human Resources Department, and student welfare officers

SALARY AND CONDITIONS



Robinson College and Clare Hall will share the successful applicant with the Nurse working 80% of their weekly hours at Robinson College and 20% of their weekly hours at Clare Hall.

Full time in Term (37 hours, Mon-Fri) and part-time outside Term (20 hours over 3 days).

Up to £51,250 FTE, dependent on experience.

COLLEGE BENEFITS

- 25 days annual leave, plus bank holidays (pro rata for part time appointments), increasing with length of service up to an additional 5 days
- Contributory auto-enrolment pension scheme
- Death in service benefit
- Free lunch in College
- Enhanced sick pay after qualifying period
- Enhanced family friendly pay after qualifying period
- Access to a benefits website which provides savings and discounts on a wide variety of purchases, as well as days out, gift cards and other offers
- Generous Salary Extras discounts – incl. Cycle to Work scheme
- Training and development opportunities
- Free parking may be available subject to capacity
- Access to University Card with subsidised travel on U bus between Madingley Road Park and Ride or Cambridge Train Station and the College
- Exercise space for a small termly charge
- Staff social club events throughout the year
- Annual flu jab subject to criteria



KEY AREAS AND STANDARDS OF PERFORMANCE:

Key duties and Responsibilities

- To provide regular independent surgeries and scheduled consultations
- To provide first aid services and answer queries on all health-related matters for the welfare of the college community of students
- To visit ill students in their accommodation and in hospital when necessary
- To undertake general nursing duties e.g., renew dressings, blood pressure readings
- To provide medical rehabilitation and support to students recovering from illness or hospitalization
- To assist in planning and delivering student wellbeing initiatives/activities
- To initiate contact with students to provide follow-up care
- To support students with disabilities or special educational needs
- To oversee the registration of new students and provide support and advice to those arriving with chronic illnesses and declared disabilities
- Keep accurate, professional electronic records of all patient interactions using the Cliniko secure database
- Keep accurate records of students with allergies or conditions requiring the administration of emergency medication (e.g., EpiPen) and share with relevant college staff
- To be responsible for the administration, organisation, safekeeping and running of the College surgery and records, including restocking and safe custody of any medicines held there
- To implement and keep up-to-date with health-related university guidelines
- To attend and contribute to relevant in-house and external meetings in a professional capacity including regular meetings with the University Counselling Service, Accessibility and Disability Resource Centre and Cambridge College Health Professional and Nurse Association to update college on current practice and guidelines affecting the provision of care and support available for students
- Liaise closely, whilst maintaining professional confidentiality, with the multidisciplinary team, including appropriate healthcare professionals, the Senior Tutor, Head of Wellbeing, Student Wellbeing advisor as well as other members of staff as needed, to ensure continuity of care



- The nurse will also have responsibility for advising and developing policy on health matters in the College when consulted
- To undertake an interview with each undergraduate fresher to be completed during the October of their first Michaelmas term, and to ensure students register with a local GP of their choice
- To arrange to see any students who report in their health interview that they suffer from serious allergies within 48 hours of arrival in Cambridge. With students' permission, arrange for dissemination of this information to key College departments
- To check that students have received important vaccinations such as MMR and Meningitis ACWY and signpost appropriately
- To support students with disabilities or additional needs and liaise with Accessibility & Disability Resource Centre
- Liaise and attend Meetings with the College Health & Safety Committee
- Participate in twice Termly Reflective Practice meetings at the University Counselling Service, or other regular Supervision sessions to support safe practice
- To comply with NMC code of conduct and registration requirements

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College





<u>CRITERIA</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
Education and Training	<ul style="list-style-type: none"> • Registered General Nurse qualification and a minimum of five years post registration experience • Registered with the Nursing and Midwifery Council (NMC) • Post Registration experience managing minor illnesses and injuries • Experience advising and assisting people with complex and varied health problems • Proven effective multidisciplinary team working 	<ul style="list-style-type: none"> • Evidence of training and continuous professional development • Experience working within HE support or equivalent experience • Experience supporting those with mental health conditions and SpLDs • Experience working with the University of Cambridge support services • An ability to work with students and an interest in the issues faced by this age group
Knowledge and Experience	<ul style="list-style-type: none"> • Able to organise a varied workload • Able to listen with empathy and consideration, to demonstrate patience and tact • IT literate and confident working knowledge of Microsoft Outlook365 applications and on-line booking, etc. • Knowledge of local referral pathways • Counselling skills or an ability to win the trust and confidence of young people • An ability to recognize emergency situations and respond appropriately 	<ul style="list-style-type: none"> • Working knowledge of responsibilities regarding duty of care, safeguarding, and mental health, GDPR and EDI legislation • Knowledge of the student experience, particularly the needs of mature students and international student body • Able to work independently with flexibility, initiative, discretion and sound judgement
Professional Affiliations	<ul style="list-style-type: none"> • Able to manage confidential issues safely and to remain discreet, calm, diplomatic and professional • Conscientious and dependable • Manages change well, willing to adopt new practices and skills as demanded by evolving service provision • Flexibility to respond to an unpredictable workload 	<ul style="list-style-type: none"> • Methodical work ethic with diligent attention to detail • At ease gaining the trust of a wide client demographic, including mature and international students



FURTHER DETAILS

- Robinson College and Clare Hall will share the successful applicant with the Nurse working 80% of their weekly hours at Robinson College and 20% of their weekly hours at Clare Hall.
- Part-time (30 hours average), normally full-time in Term (37 hours, Mon-Fri) and part-time outside Term (20 hours over 3 days). Applicants who would like to adopt a flexible working pattern will be considered, although it is expected that presence onsite is ordinarily required during Term.
- The holiday entitlement is 6.6 weeks including bank holidays and is to be taken during vacation periods.
- Dependent on experience the salary is up to £51,250 FTE.
- A satisfactory Enhanced DBS check will be required.

TO APPLY

Please send your CV and a covering letter, along with a completed short application form to careers@robinson.cam.ac.uk

Closing date for applications: Friday 15 May at 9am
Interview date: Thursday 28 May





Robinson College
Grange Road
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CB3 9AN

careers@robinson.cam.ac.uk
www.robinson.cam.ac.uk