ROBINSON COLLEGE
STANDARD OF PERFORMANCE JOB DESCRIPTION

JOB TITLE College Nurse
RESPONSIBLE TO Senior Tutor
RESPONSIBLE FOR N/A

MAIN PURPOSE:

To provide first line confidential advice and support on a wide range of medical and mental health issues to the undergraduate and postgraduate students, Fellows and staff at Robinson College (75%) and Clare Hall (25%). The work is varied and unpredictable in content, requiring clinical assessment, diagnosis, and appropriate treatment of the presenting individual, supported with signposting and follow up. Being able to recognize serious conditions, where immediate referral is required and recording findings accurately in electronic records is an important skill set required for this role. The ability to win the confidence and trust of young people is essential. Discretion must be exercised at all times and confidentiality respected.

The College Nurse is a member of the College’s tutorial and welfare team, and works closely with the Senior Tutor, the Tutors and the College counsellor, as well as with other Heads of Departments in aspects of their work that may involve student welfare.

KEY AREAS AND STANDARDS OF PERFORMANCE:

1. TASK LIST AND RESPONSIBILITIES: The tasks, functions and any key responsibilities of the job, to be carried out on a daily, weekly, monthly, etc basis.

1.1 To provide independent daily surgeries, 5 days a week, during term time for students Fellows and staff on site.

1.2 To provide first aid services and answer queries on all health related matters for the welfare of the college community of students, Fellows and staff.

1.3 To visit ill students in their accommodation and in hospital when necessary.

1.4 To provide advice and information by telephone and email.

1.5 To keep accurate electronic records of all patient interactions.

1.6 To initiate contact with patients to provide follow-up care.

1.7 To be available on-call in term time for an emergency that the Senior Tutor/Duty Tutor/Duty Porter judge to be something about which the Nurse should be consulted.

1.8 To be responsible for the administration, organisation, safekeeping and running of the College surgery and records, including setting up the surgery at the start of the academic year and reviewing the College’s first aid boxes. Being responsible for restocking and safe custody of any medicines held there.

1.9 To implement and keep up-to-date with health related university guidelines.

1.10 To attend and contribute to relevant in-house and external meetings in a professional capacity including regular meetings with the University Counselling Service and Disability Resource Centre and Cambridge College Nurse Association to update college on current practice and guidelines affecting the provision of care and support available for students.

1.11 To liaise internally i.e. Welfare officers, Tutors, Directors of Studies and Chaplains and externally with other professional bodies i.e. GPs, Mental Health Advisor and the University Counselling Service.

1.12 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.

1.13 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. Encourage students to carry their Epi-pens and brief relevant college staff and First Aiders on their correct use.

1.14 To arrange to see students who suffer from chronic medical conditions to confirm that adequate measures and support are in place for them.

1.15 To comply with the NMC’s recommendation of attending a minimum of 5 study days in a three year period, and to engage in any other appropriate Post-Registration education for professional updating as required.

1.16 To raise awareness amongst the student body of public health initiatives, and to provide health education as appropriate, both planned and opportunistically.

1.17 To check that students have received important vaccinations such as MMR and Meningitis C, and Meningitis AWCY maintain lists and monitor.

1.18 To undertake general nursing duties e.g. renew dressings.

1.19 To provide medical rehabilitation and support to students recovering from illness or hospitalization.

1.20 To support students with disabilities or special needs, to include close liaison with Disability Resource Centre (DRC) and the assigned representative.

1.21 The nurse will also have responsibility for advising and developing policy on health matters in College when consulted.

2. **PUNCTUALITY, ATTENDANCE & APPEARANCE:**

2.1 To be ready to commence duties at the appointed time.

2.2 To remain on duty, productively working, until the appointed finishing time.

2.3 To attend work as scheduled.

2.4 To notify your manager of any absences (e.g. holidays, sickness) that may occur in accordance with the procedure laid down in the Staff Handbook.

2.5 To dress in the required uniform/protective clothing or in accordance with the set Appearance and Dress Code.

3. **ATTITUDE TO WORK & CARRYING OUT INSTRUCTIONS:** Willingness and enthusiasm with which work is carried out.

3.1 To be reliable in the carrying out of instructions and tasks and to operate on a “right first time every time” basis.

3.2 To be trusted to perform at least at the required standard and to be relied upon to complete tasks accurately/correctly.

3.3 To check if you have not clearly understood what is required of you.

4. **PRODUCT/TECHNICAL KNOWLEDGE:** The knowledge and experience required to carry out this job to the expected standard.

4.1 To undertake training as required in order to develop and improve your knowledge and expertise.

4.2 To be able to help and direct others accurately/correctly.

4.3 To develop general knowledge of the College location and layout, other departments’ services and products and this department’s services and products.

4.4 To have clinical knowledge of physical, psychological and emotional problems and of managing minor illnesses and injuries.
5. ATTITUDE & BEHAVIOUR: Positive interaction with other members of the team, supervisors and managers. General demeanour whilst at work.

5.1 To use initiative, discretion and sound judgement in all matters presented to the Nurse.
5.2 To work effectively independently.
5.3 To be constructive in communication with others, be cooperative and helpful and be supportive as needed.
5.4 Honest and trustworthy. Pleasant in nature.
5.5 Keep your line manager advised of matters which may affect the smooth running of the department.
5.6 Demonstrate an understanding of other departments’ requirements and be supportive and helpful to them.

6. HEALTH & SAFETY & OTHER LEGAL ASPECTS: The carrying out of duties so that self and others are not put at risk from general hazards.

6.1 Operate in a manner so as to ensure that you do not put yourself or others at risk.
6.2 Report any hazards that you observe.
6.3 Adhere to the relevant policies, including health & safety, at all times.
6.4 Responsibility for the security and cleanliness of the Nurse’ office and rooms, in liaison with the Housekeeper/Domestic Supervisor.
## PERSON SPECIFICATION

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<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>DESIRABLE</th>
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<tbody>
<tr>
<td>EDUCATION &amp; TRAINING</td>
<td>• NMC Registered Nurse</td>
<td>• Qualifications/training for the support of mental-health related issues.</td>
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<td>• Must be a Registered General Nurse (RGN) with considerable experience</td>
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<td>• Full professional qualifications</td>
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<td>• Band 6 level or above</td>
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<td>KNOWLEDGE/EXPERIENCE</td>
<td>• Significant broad post-registration experience</td>
<td>• Previous experience as a Practice Nurse or of working in a collegiate/higher education environment.</td>
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<td>• Sufficient experience to manage a range of medical, psychological and</td>
<td>• Experience of working with patients with mental health conditions</td>
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<td>other emergencies.</td>
<td>• An ability to work with students and have a real interest in the issues faced by this age group.</td>
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<td>• Experience of managing minor illnesses and injuries.</td>
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<td>• Experience of working with young people.</td>
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<td>• Knowledge of local referral pathways.</td>
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<td>SKILLS</td>
<td>• Counselling skills.</td>
<td>• Trained in counselling</td>
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<td>• The ability to win the confidence and trust of young people is essential.</td>
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<td>• Well-developed organisational and administrative skills and an ability</td>
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<td>to prioritise workload and recognise emergency situations.</td>
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<td>• Initiative, discretion and ability to work with limited supervision.</td>
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<td>• Ability to deal appropriately with sensitive and private information</td>
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<td>about individuals and to operate in a highly confidential and professional manner.</td>
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<td>• Computer literacy; good written, verbal and presentational skills</td>
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<td>• Excellent interpersonal skills in order to liaise with a wide range of</td>
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<td>individuals.</td>
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<td>• Ability to demonstrate patience, tact and diplomacy.</td>
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<td>• Adaptive and receptive to change and variety, with the ability to cope</td>
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<td>with a varied and demanding workload.</td>
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<td>CIRCUMSTANCES</td>
<td>• Ability to be on call to respond to emergencies.</td>
<td>• Holder of a current driving licence is advantageous.</td>
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<td>• High degree of flexibility to respond to unpredictable workload.</td>
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<td>PROFESSIONAL AFFILIATIONS</td>
<td>• Registered with the Nursing and Midwifery Council</td>
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- Should be a member of a professional body e.g. the Royal College of Nursing for indemnity cover
- Should become a member of the Cambridge College Nurses Association and attend their meetings regularly.
- Membership of the United Kingdom Central Council, which is the regulatory body of the profession: nurses, midwives and health visitors. Registration is required to be able to work as a registered practitioner in the UK. Revalidation is required every three years, with evidence of continued professional development.

**FURTHER DETAILS**

- Robinson College and Clare Hall will share the successful applicant with the Nurse working 75% of their weekly hours at Robinson College and 25% of their weekly hours at Clare Hall.
- The post is full time, term time only plus two weeks (37 hours per week, for 32 weeks of the year).
- The working pattern is five daily surgeries each week Monday-Friday during term for 30 weeks a year, plus 2 weeks to be agreed with the Senior Tutor at Robinson College.
- Due to the present pandemic, working practices are subject to change, e.g. remote consultations.
- 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 £32,748 a year for 38.6 weeks total (this consists of 32 weeks work plus 6.6 weeks of annual leave). (£44,329 FTE if the role was not term time only).
- A satisfactory Enhanced DBS check will be required.