

Health Nurse (*Registered Nurse*)

Job Description

Role Summary	To undertake general nursing duties for the College community.
Main Accountabilities	<ul style="list-style-type: none"> ▪ advise College personnel on request on where best to obtain medical advice or treatment ▪ deal with staff and students' enquiries concerning personal health matters and personal hygiene ▪ prescribe approved medicines and give appropriate medical care to students. Approved medicines include specialised medication for conditions known before arrival and approved by the student's own doctor, or those from the College's list ▪ set up medical files on student arrival, and liaise with administration to ensure that College's requirements are met ▪ maintain the medical records of all students ▪ look after students who are ill in the College sick bays and inform the relevant staff member ▪ order meal for students in sick bays ▪ keep First Aid kits well equipped in the school offices, sick bays and laboratories etc, and prepare First Aid kits for school activities ▪ purchase and order approved medicines from the College's list and take stock of medicine and medical supplies accordingly ▪ provide a monthly confidential medical report re: student health to Principal and Director of Student Welfare ▪ In consultation with the College caterer, provide a bi-monthly report on the following issues to Director of Administration: <ul style="list-style-type: none"> i. check the weekly menu in order to provide a balanced nutritious diet ii. maintain the highest standards of cleanliness in the College kitchen iii. inspect the College campus and keep the Director of Administration informed of any health, hygiene and safety hazards iv. co-ordinate with the appropriate janitors working in the residences to ensure a high standard of hygiene. ▪ make and put up display boards to give students health advice ▪ while on duty, ensure that students are accompanied to hospital by an appropriate person or in some circumstance, the nurse to go with the students ▪ conduct surveys concerning students' health or lifestyle on request ▪ organize visits to clinics and/or hospitals on request ▪ organise first-aid training to the designated student body and be the first-aid leader on campus

	<ul style="list-style-type: none"> ▪ organize health talk on request e.g. first aid course for students ▪ arrange influence vaccination ▪ attend Food Committee/Ad hoc meetings, as necessary ▪ any other duties – perform any other duties as assigned by Director of Student Welfare and/or Director of Administration and/or Principal <p>The Nurse is responsible to Director of Administration for general timekeeping, and administrative matters. He/she also liaises directly with teachers or Director of Student Welfare, and if necessary the Principal on matters of student welfare as circumstances arise.</p> <div style="border: 2px solid black; border-radius: 10px; width: fit-content; margin: 10px auto; padding: 5px 20px; text-align: center;">On Call</div> <p>The Nurse is on-call for emergencies except for Sundays, Public Holidays and during Annual Leave. The purpose of on-call services is to provide his/her professional advice on the telephone on medical/nursing issues if needed, and he/she is not required to report to work on campus except in an extraordinary situation requested by Principal or Director of Student Welfare. When on call he/she must be accessible by mobile phone.</p>
<p>Typical reporting relationship</p>	<p>Director of Student Welfare, Full-time Health Nurse and Director of Administration</p>
<p>Development / Training to support role competencies</p>	<p><u>Development activities</u> To be negotiated as part of the performance management process</p> <p><u>Relevant courses</u> To be negotiated as part of the performance management plan</p>

Health Nurse (*Registered Nurse*)

Job Specification

Minimum typical education	Registered with Hong Kong Nursing Council with a valid practicing certificate
Minimum typical experience	At least 2-year proven experience in hospital and/or medical clinic environment
Core Professional / Technical competencies required	<p><u>Abilities</u></p> <p>Ability to use initiative and take responsibility for tasks</p> <p>Ability to work effectively, efficiently and cooperatively within an organisation</p> <p>Ability to give practical advice and recommendation</p> <p>Good command of written and spoken English and Chinese</p> <p>Hands-on PC knowledge</p> <p><u>Knowledge</u></p> <p>Solid nursing background and knowledge</p> <p>Hands-on experience at school setting preferred</p>
Core Soft / Transferable Competencies required	<ul style="list-style-type: none"> ◆ Engaging and confident personality ◆ Proactive and Caring manner ◆ Able to work under stress ◆ Mature personality ◆ Good time management, organizational and prioritization skills