

JOB FAMILY – Medical & Clinical Support

Job name	Nurse
Job code	MCS-WTW-10
Role summary	The nurse's primary responsibility is to ensure the smooth operation of the medical room in order to provide professional, immediate and appropriate medical support to the students and the school.
Main accountabilities	<ul style="list-style-type: none"> • Respond to the needs of students reporting sick, prioritise and deal with them as appropriate, including carrying out appropriate first aid care. • Make arrangements to send home/contacting parents/hospitalisation, where necessary. • Advise and educate patients on follow-up care, general health matters, immunization and etc. • Liaise with form tutors and year/school heads on problems with students. • Responsible for maintaining the medical room in good condition by ordering and maintaining adequate medical supplies and keeping the room clean and sanitary. • Responsible for ensuring adequate and appropriate first aid stock in medical room and “bleed boxes” in classrooms, such as contents and display etc. • Maintain records of all visits to the medical room and report as appropriate. • Responsible for accident and insurance form completion. • Collate information for health department's students health service. • Provide staff with first aid kits for camps, excursions, trips etc. • To perform other duties and assume accountabilities as apparent or as delegated, including mutually agreed upon objectives
Typical reporting relationship	Principal or Vice Principal
Minimum typical education	Licensed or registered nurse in Hong Kong
Minimum typical experience	5 years nursing experience in a hospital, clinic or education environment, including treating children.

<p>Core professional / technical competencies required</p>	<p><u>Abilities</u></p> <ul style="list-style-type: none"> • Applies ability to perform routine medical procedures and first aid treatment • Excellent communication and interpersonal skills with staff and students <p><u>Knowledge</u></p> <ul style="list-style-type: none"> • Applies understanding of government requirements on medical health & safety in schools. • Applies an understanding of the school system.
<p>Core Soft / Transferable Competencies required</p>	<ul style="list-style-type: none"> • Communication • Speak and write fluent English. • Work standards • Planning and organising work
<p>Development / Training to support job competencies</p>	<p><u>Development activities</u></p> <p><i>To be negotiated as part of the performance management process</i></p> <p><u>Relevant courses</u></p> <p><i>To be negotiated as part of the performance management plan</i></p>
<p>Notes:</p>	