

Job Description

Casual On Call School Nurse



Please refer to **Clause 3.5 Job descriptions of the [Support Staff Collective Agreement](#)**

Position Title	Casual On Call School Nurse
Reports to	Deputy Principal in Charge of Wellness
Working Relationships	Principal, SLT, Staff & Students, Counsellors, PHO Nurse, Doctor, Physiotherapist

Employment Status: On Call

Purpose of the position

To provide nursing services to students & staff.

Key Responsibilities	Appraisal Indicators
Health Management	Attend to students medical issues in a timely & professional manner.
Records/Administration	Keep accurate records on Kamar of students health

Tasks and Duties

Health Management

- Attend to all staff & students that come the Wellness Centre, provide care as required.
- Contact caregivers when students should go home or require further treatment.
- Ensure proper disposal of waste products.

Records/Administration

- Keep accurate records of treatments provided on Kamar.
- Report all incidents/accidents & notify Deputy Principal of Wellness Centre.
- Issue appointments for walk-ins for the PHO Nurse, Guidance team, Doctor and Physiotherapist.

General Responsibilities

Health & Safety & Wellbeing

- Take responsibility for personal safety & wellbeing
- Contribute to a culture of teamwork, respect and collegiality amongst staff
- Contribute to a safe working & learning environment
 - Practicing safe work methods
 - Proper use of safety equipment
 - Active participation to eliminate & minimise workplace risks

Declaration:

Approved by:	
Date:	
Appointee:	
Date:	
Reviewed by / Date:	