

JOB FAMILY – Administration and Operations

Job Name	School Nurse/Health Professional
Job Code	ADM02/09
Job Summary	The Health Professional'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 Making arrangements to send home/contacting parents/hospitalisation, where necessary Advising and educating patients on follow-up care, general health matters, immunization and etc Liaising 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 Providing staff with First Aid kits for camps, excursions, trips etc
Typical reporting relationship	Business Manager
Minimum typical education	Licensed or Registered nurse in Hong Kong or appropriate other country
Minimum typical experience	5 years nursing experience in a hospital, clinic or education environment, including treating children
Core Professional/Technical Competencies required	<p>Abilities</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>Knowledge</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
Core Soft/Transferable Competencies required	<ul style="list-style-type: none"> Communication Speak and write fluent English Work Standards Planning and Organising Work



Development/Training to support role competencies	Development activities To be negotiated as part of the PRD (Professional Reflection & Development) process Relevant courses To be negotiated as part of the PRD plan
Notes: <ul style="list-style-type: none">• A 5-day week position• Leave without pay during summer holiday	

Confidential