



Role Profile College Nurse

July 2019

College Nurse

Role Profile

Job title	College Nurse x 2
Location	University College Oxford and OxFed Headquarters
Salary	£28 – 37,000 pro rata dependant on experience. 25 days paid annual leave pro rata plus bank holidays – to be taken out of Extended University term time
Hours	10 hours per week (excluding lunch breaks) and 12 hours per week Mon-Fri extended University Term Times only (30 weeks per year)
Contract type	Fixed term until 30 June 2022
Reporting to	OxFed Lead College Nurse

The role

We are seeking a skilled Nurse to deliver a first-class health service to students who study at University College, Oxford, providing a diverse range of first-contact clinical and non-clinical care in the College environment.

To undertake this challenging and rewarding role, you will need to be a registered nurse who is able to work autonomously and communicate, liaise and interact effectively with colleagues and multi-professional teams. This includes the GP/primary care and management teams involved in supporting the delivery of the service, as well as College welfare teams and tutors.

The role requires a caring, dedicated, reliable, self-reliant and person-focused professional who enjoys working with young adults and dealing with the common health and wellbeing problems encountered by this group. The successful applicant will be highly motivated and proactive, with a flexible attitude, who is committed to providing students with high quality care.

Effective time management skills with the ability to prioritise your workload are essential for this role to succeed. You must have the skills and knowledge to use Microsoft Office and clinical IT systems, plus good written and verbal communication skills.

Key objectives

- Providing assessment, review and management of patients who make use of the service (mostly young adults aged 16-25 but also some older adults).
- Implementing, supporting and developing the processes in the Colleges for running regular clinical sessions for the students (e.g. running drop-in surgeries and attending sick students in their own College accommodation when required).
- Working with patients, college welfare team members and healthcare professionals to encourage effective healthy living and help-seeking behaviours.
- Supporting and advising patients and referring them on to other services effectively and safely when necessary.
- Recognising, managing and supporting students who are experiencing mental health issues, ensuring contact is maintained, documented and concerns are escalated as appropriate.

Key relationships

- College Students, Patients and Staff
- College Welfare Team
- College Nursing Team
- Lead Nurse and Operations Manager at OxFed
- Senior leadership team at OxFed
- College doctors and other health and care professionals

Responsibilities

To assess and manage patients accurately and safely:

- Undertake an accurate, competent and suitably comprehensive clinical assessment and examination in order to diagnose and prioritise the patient's problem(s).
- Manage patients presenting with a range of undifferentiated conditions, including the provision of safe and effective initial assessment and management for the common and self-limiting minor conditions commonly experienced by young adults.
- Follow evidence-based guidance and recognised best practice, including all OxFed policies and procedures.

- Recognise symptoms and signs that may indicate a more serious illness and respond promptly and effectively to these.
- Recognise when a College Doctor or other professional will need to assess the patient or implement additional management, communicating this clearly and assertively when required.
- Be proficient with first aid, basic life support and common emergency care procedures, including the use of an automated defibrillator.
- To support patients with long term health conditions helping to monitor their conditions, promoting relevant preventative strategies, giving suitable lifestyle advice and helping them to seek appropriate help in the event of poor control or deterioration in their condition

Co-ordinate and integrate care:

- Actively participate in multi-disciplinary team meetings in the college(s) and OxFed, including meetings of the welfare team and significant event reviews.
- Identify when urgent action or a step-up in care or support is needed and promptly alert the relevant professional(s), and/or college officers, highlighting any safety concerns.
- Consider and support students with disabilities or other protected characteristics who may have additional health and welfare needs, in keeping with the Equality Act.
- Oversee and follow-up hospital attendances by students where necessary.

Keep records and contribute to service improvement and evaluation:

- Keep accurate and up-to-date records of contacts and all relevant discussions about the patient.
- Record and collate information according to agreed protocols and contribute to evaluation reports required for the monitoring and quality improvement of the service.
- Encourage students to register with the College Doctor (or with a doctor in the Oxford locality).
- Assist in the medical induction of new junior members of College.
- Contribute towards the development and promotion of the service.
- Identify opportunities and gaps in services and feedback information on how services could be further improved.

General responsibilities:

- Work collaboratively with other College Nurses, supporting each other and respecting each other's views.
- Take part in education and training events, meetings and activities as planned and provide evidence of learning as required.

- Establish strong working relationships with College Management and Welfare Teams plus the Steering Group.
- Work in accordance with the College's and OxFed's policies and operational procedures.
- Contribute to the wider aims and objectives of the OxFed federation to improve and support primary care.
- Demonstrate a flexible attitude and be prepared to carry out other duties as may be reasonably required from time to time, recognising that this is a role that will develop over time.
- Operate at all times within the service specification for the Service agreed between the College and OxFed.
- Ensure that the Service meets CQC and other regulatory standards, checking regularly that premises and equipment used have been cleaned and maintained to a suitable standard, reporting any concerns or non-compliance issues to the Operations Manager or College authorities according to agreed processes.

Essential selection criteria

	Essential	Desirable
Qualifications and Education	<ul style="list-style-type: none"> • A level 1 Registered Nurse with current NMC registration (general adult branch) AND Hold a degree level qualification in a relevant field of autonomous practice (or equivalent experience) and / or • Hold a diploma or other qualification(s) relevant to the clinical assessment and management of unwell adults • Be able to use Microsoft Office applications – Word, Excel, PowerPoint, Outlook • Satisfactorily complete an enhanced DBS check (to be organised following successful application) 	Further qualifications in relevant areas of healthcare
Experience	<p>Have a minimum of 3 years post registration experience working in primary care, A&E, a minor injuries unit or another relevant front-line clinical role involving the assessment of patients with undifferentiated illnesses and injuries</p> <ul style="list-style-type: none"> • Experience of working within multi-professional team environments • Experience of working with adults in a clinical setting, complying with best practice and relevant legislation • Ability to collect and record information and data, for record-keeping, monitoring and evaluation. 	Experience in education, quality improvement or leadership
Skills, abilities and knowledge	<ul style="list-style-type: none"> • Clinical skills in the first-contact assessment and management of adults and young people with undifferentiated health problems • Strong organisational skills including planning, prioritising, 	

	time management, report writing and record keeping <ul style="list-style-type: none"> • Ability to recognise gaps in services and to identify and act on safety concerns • Ability to recognise and work within limits of competence and to seek advice when needed 	
Specific Aptitudes and Abilities	<ul style="list-style-type: none"> • Evidence of good verbal and written communication skills • Ability to build and maintain long-term-working relationships with colleagues • A professional and compassionate attitude to patient care, providing support while maintaining professional boundaries • Ability to work effectively under pressure, delivering against agreed objectives • Ability to remain diplomatic when dealing with sensitive matters or having challenging discussions with patients or relatives • Willingness to take a pro-active and flexible approach to the role as it develops over time 	

About OxFed

Welcome to OxFed, the Oxford Federation for General Practice and Primary Care. Founded in 2014 we are a new type of NHS healthcare organisation. Wholly owned by our members (the NHS General Practices in Oxford City) we are a not for profit Federation dedicated to strengthening general practice and primary care for the benefit of our patients and our practices.

OxFed provides NHS services in Oxfordshire, works with key commissioners and partners to influence healthcare in the city and has a number of initiatives to support the sustainability of its member practices.

Although still a relatively small team, we have grown rapidly and that's why now is a great time to join us. We have a number of new services and initiatives in the pipeline and are committed to making OxFed an exciting, dynamic and rewarding place to work.

How to apply

Please email your CV, application and monitoring forms to oxfed.admin@nhs.net

The general comments section of the application form should include:

- How you meet the selection criteria using examples of your skills and experience
- Your current salary
- Your availability / notice period
- Your availability for assessment / interview

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

All applications must be received by midday on the closing date 2nd August 2019.

No Agencies please.

We reserve the right to close the position once the suitable applications have been received.

Important information for candidates

This role description is an outline of the post holder's duties and responsibilities and not an exhaustive list. The nature of the organisation and post means that duties may be reviewed periodically and changed following consultation with the post holder.

Although mainly office based, the role will involve visiting clinical and non-clinical areas within the Oxford city area, including but not limited to local general practices, hospitals, offices and University of Oxford Colleges and departments. Given the fabric of the city, this will include travel between and within buildings which may include areas with limited disabled access.

Concentration and mental resilience will be required for the role, working within an unpredictable pattern with interruptions. The role will potentially include exposure to distressing and emotional circumstances, as well as dealing with service users who can at times be challenging.

Pre-employment screening

Please note that the appointment of the successful candidate will be subject to pre-employment screening, as applicable to the post and in accordance with our policy. This will include checks on right-to-work, proof of identity, enhanced DBS and references.

Equality of opportunity

Entry into employment with OxFed and progression within employment will be determined by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender

reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

The post holder will be required to act at all times in accordance with the company's agreed policies, procedures and other forms of guidance. In keeping with the Health and Safety at Work Act 1974, employees have a duty of care to avoid injury to themselves and others by their activities, and must co-operate with the company's policies in meeting statutory requirements. The post holder will also be required to act all times in a manner consistent with the legislation, policy and procedures in a respect of Equality and Diversity, and to promote these principles within the team and take appropriate action to ensure compliance when required.

The post holder will be required to follow confidentiality and information security and governance policies. Any matter of a confidential nature, particularly information relating to patients, members of staff, or any of the company's business matters, must not under any circumstances be released or divulged to unauthorised persons.