



**ST JOHN'S COLLEGE
CAMBRIDGE**

**Further particulars for the position of
Assistant College Nurse**

September 2017

Fixed term – 12 months

Requirement

St John's College wishes to appoint an Assistant College Nurse with the skills, experience, and enthusiasm to work with the College Nurse and others members of the Welfare team to provide an effective service for the junior members, Fellows and staff of the College. St John's College hopes to appoint to this role from October 2017 or as soon as possible thereafter.

St John's College

St. John's College was founded in 1511 by Lady Margaret Beaufort, the mother of King Henry VII. It is one of the oldest of the University colleges and has over 500 undergraduate and 300 post-graduate students, and around 150 Fellows in a very wide range of academic disciplines. The charitable purposes of the College are the advancement of education, religion, learning and research. The College is currently able to accommodate all its students in College and nearby hostels and houses. All Fellows have a study in College and some are fully resident in College. Additionally, the College employs some 250 Assistant Staff. The College is a very diverse community with approximately 20% of its undergraduates and 50% of its graduates coming from overseas.

Further information on the College can be found on the College website www.joh.cam.ac.uk

College Aims: The College's statutory aims are the promotion of education, religion, learning and research.

Department Aims: The Senior Tutor's Department's aim is to ensure that academic supervision and all relevant facilities and services are made available to the highest standards, and to offer sound pastoral advice and support to both undergraduate and graduate students.

Further information on the College can be found on the College website www.joh.cam.ac.uk

Job title: Assistant College Nurse

Department: Health Centre

Responsible to: College Nurse and to the Director of Education & Senior Tutor

Job Purpose: The Assistant College Nurse, together with the College Nurse, has responsibility for health care of junior members, Fellows, staff of the College and for monitoring/advising on health and safety aspects. The postholder will be required to run the clinic in College.

Principal Responsibilities and Duties

The workload of the College's Health Centre is very variable and unpredictable; patient interactions may be short and simple or very time consuming and complicated; A considerable number of students come from overseas and many have no knowledge of the National Health Service and so may need help and guidance; several students have special health needs and a few have young children.

The postholder must be able to assess medical situations and patient presentations and recognise if, when, where and how these should be treated. Recognising when to refer a patient is a crucial part of the role.

In order to provide high standards of care and meet the nursing needs of junior members, College staff and Fellows, the postholder will:

- I. hold regular independent surgeries on weekdays during term time
- II. visit ill students in their accommodation and in hospital
- III. answer queries and provide advice and information by telephone and email
- IV. keep accurate electronic records of all patient interactions using the health centre's PPS secure database
- V. initiate contact with patients to provide follow-up care and offer support to provide first aid assistance in person or ensure attendance of trained first aider in the event of an emergency situation requiring medical attention.

In order to provide a comprehensive support service, the postholder will:

- I. liaise closely with the College Nurse to ensure continuity of care
- II. liaise closely, whilst maintaining professional confidentiality, with appropriate healthcare professionals, Tutors, Domestic Bursar, Chaplain, Porters, parents/legal guardians/next of kin on occasions, to ensure continuity of care
- III. participate in two reflective practice sessions per term, held at the University Counselling Service, to support good practice
- IV. engage in appropriate Post-Registration education for professional up-dating as required.

In order to augment welfare support, the postholder will:

- I. support students with disabilities or special needs
- II. offer well-person consultations by appointment
- III. provide health education as appropriate, both planned and opportunistically.

In order to maintain confidentiality and safety, the postholder will:

- I. be responsible for the security of the Health Centre and its contents whilst on duty
- II. keep electronic patient records and information secure and confidential
- III. maintain safe storage and administration of drugs, medical supplies and equipment.

This list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be specified by the College Nurse from time to time.

Person specification

Qualifications, Knowledge and Experience:

- NMC Registered Nurse with significant post registration experience
- Sufficient experience to manage a range of medical, psychological and other emergencies
- Experience of managing minor illnesses and injuries
- Experience of working with young people
- Experience of working with patients with mental health conditions (desirable)

- Knowledge of local referral pathways

Skills, Abilities and Competencies:

- Counselling skills
- Much of the work is advisory in nature and the ability to win the confidence and trust of young people is essential
- Well-developed organisational and administrative skills and an ability to prioritise workload and recognise emergency situations
- High degree of flexibility to respond to unpredictable workload.
- Initiative, discretion and ability to work with limited supervision.
- Ability to deal appropriately with sensitive and private information about individuals and to operate in a highly confidential and professional manner
- Computer literacy; good written, verbal and presentational skills
- Excellent interpersonal skills in order to liaise with a wide range of individuals.

Terms and Conditions

Length of post: This is a fixed term post, which will be reviewed after one year.

Salary: The starting salary for the post will be between £32,485 and £37,660 p.a. pro rata (depending on experience). This equates to between £11,191.23 and £12,974.02 per annum for the 15 hours per week during term time.

Hours of work: You will be expected to work 15 hours per week for 38 weeks per year. These 38 weeks are made up of the 22 weeks of Full term, plus 16 additional weeks to be agreed with your manager. The working pattern will be negotiated but will be Monday to Friday.

Holiday entitlement: As you will be working term time only (38 weeks) you will receive 5.5 weeks' annual leave which will be incorporated into your paid weeks' per year and allocated during the vacation periods. You may be required to work occasional bank holidays that fall in term time for which time off in lieu, or payment, will be made.

Location: The role is based in Cambridge.

Contractual benefits include:

- Membership of a contributory pension scheme after a qualifying period
- Additional Christmas salary payment

Other benefits include:

- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym

The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one month's notice on either side. Following the successful completion of the probationary period, the period of notice would be three months on either side.

Any offer to a successful candidate will be conditional upon a satisfactory DBS check.

Recruitment Process

The College is committed to safeguarding and promoting the welfare of vulnerable adults, young adults and children and therefore the recruitment process for this post follows the specific safe recruitment process which is set out in Annex A and which applicants must read and comply with.

Please include in your application:

- A completed application form (mandatory)
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full CV;
- Names and contact details of three referees who know you in a professional capacity.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk

or by post to: HR Department, St John's College, Cambridge, CB2 1TP

to arrive no later than **12 noon** on **19 September 2017**.

Please note: **Electronic signatures cannot be accepted. Therefore, applications sent by email should not be signed and a signature will be required from those shortlisted and attending for interview.**

It is proposed that interviews will take place during the week commencing **25 September 2017**.

Information provided will be treated as confidential and processed in accordance with the College's Data Protection Policy a copy of which may be obtained from the Data Protection Officer, St John's College, Cambridge, CB2 1TP.

Annex A

Applications under Safe Recruitment Process Explanatory Note

The College is committed to safeguarding and promoting the welfare of vulnerable adults, young adults and children which requires certain roles within the College to be recruited to in accordance with a specific safe recruitment process. The post you have applied for falls into this category.

Application Form

Applications will only be accepted from candidates completing the Safeguarding Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

The post you have applied for will involve some degree of responsibility for safeguarding the welfare of vulnerable adults, young adults and children. The extent of that responsibility will vary according to the nature of the position held. Please see the job description for the post.

Accordingly the post you are applying for is exempt from the *Rehabilitation of Offenders Act 1974* and therefore all *convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198 must be declared.*

The successful applicant will be required to complete an Enhanced Disclosure & Barring Service check.

We will seek references on the successful candidate, including references from previous employers, for information to verify particular experience or qualifications prior to confirmation into the appointment.

If you are currently working with vulnerable adults, young adults or children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to vulnerable adults, young adults or children (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with vulnerable adults, young adults or children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with vulnerable adults, young adults or children, your current employer will still be asked about your suitability to work with vulnerable adults, young adults and children, although it may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with vulnerable adults, young adults or children.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal, if the applicant has been selected, and possible referral to the police and/or the Disclosure and Barring Service.

Invitation to Interview

If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with vulnerable adults, young adults and children.

All candidates invited to interview must bring original documents proving their eligibility to work in the UK. A list of documents that provide this evidence will be provided with the invitation to interview.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

- receipt of at least two satisfactory references
- verification of eligibility to work in the UK
- verification of identity (ie a full birth certificate)
- verification of qualifications and career history confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body
- verification of professional status (where appropriate)
- a utility bill or financial statement showing the candidate's current name and address (less than three months old)
- where appropriate any documentation evidencing a change of name
- a current driving licence (including both photocard and paper counterpart where one is issued) - if relevant to the role applied for
- a check of the Children's Barred List held by the Independent Safeguarding Authority
- a satisfactory Enhanced DBS check
- where the successful candidate has worked or been resident overseas, such checks and confirmations as the College may require in accordance with statutory guidance

Please note that originals of any documentation referred to above are necessary. Photocopies or certified copies are not sufficient.

WARNING

Where a candidate is:

- found to be on the Children's Barred List, or the DBS check shows s/he has been disqualified from working with vulnerable adults, young adults or children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children

the facts will be reported to the Police and/or the Disclosure and Barring Service