



ST JOHN'S COLLEGE
UNIVERSITY OF CAMBRIDGE

Further Particulars for the post of College Nurse

June 2024



About the College

For over 500 years, St John's College has flourished as an independent and self-determining academic community, whose purposes are education, religion, learning and research, and which approaches its mission with an unwavering commitment to academic freedom, excellence, and integrity. We are committed to sustaining and enhancing the College's global renown for scholarship, and we aspire to be regarded as a beacon of academic excellence.

This is a friendly, warm, and welcoming place with a cheerful and optimistic spirit. The College is held in deep affection by its members, who include around 150 Fellows, about 550 undergraduate and 300+ postgraduate students, some 13000 alumni worldwide, and by our 250 staff. We cherish the diversity of experience, culture, and perspective each member of the College contributes to our community, and the way this enriches our learning and our lives.

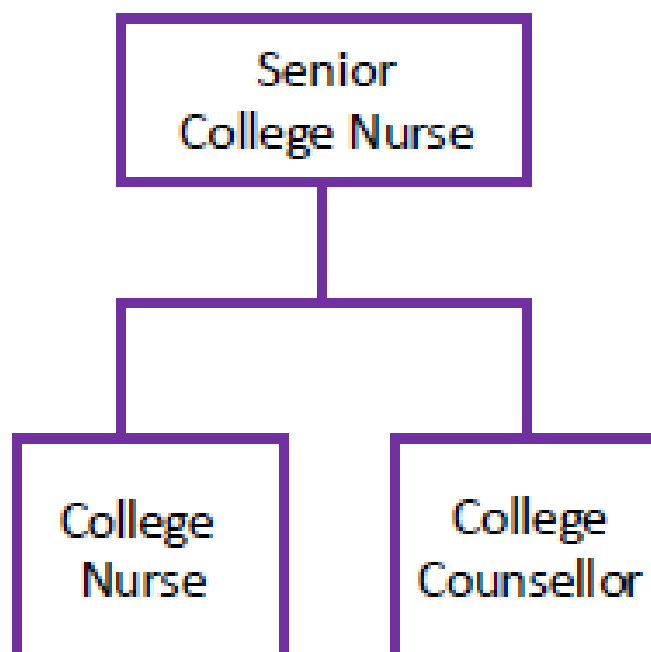
As one of the biggest colleges in the University, St John's offers our students countless opportunities to expand their horizons intellectually and personally. At the heart of this is excellent teaching in a supportive learning environment. This focus, and our commitment to creating an exceptional and distinctively Johnian collegiate experience, helps us to attract the brightest minds as undergraduates, postgraduates and Fellows, and makes it easier for each of them to realise their academic ambitions here.

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

Health & Wellbeing Centre

Responsible for the College's provision for the health and wellbeing of its undergraduate and postgraduate students, Fellows and staff.

Health & Wellbeing Centre Organisational Chart



Job Purpose

Together with the Senior College Nurse, the College Nurse is responsible for the College's provision for the health and wellbeing of its undergraduate and postgraduate students, Fellows and staff, which includes running and staffing the Health and Wellbeing Centre, keeping confidential health records, and maintaining first-aid and other medical supplies.

The Nurses provide confidential advice and, where appropriate, treatment directly to students and colleagues. They triage and direct students and colleagues to sources of help in the NHS and the University of Cambridge, as well as in the College.

The Nurses provide the Senior Tutor and the College's Pastoral Tutors with professional advice on the health and wellbeing of individual students as well as students in general, as part of the formulation of policy. They closely liaise with colleagues in the College, University, local GP practices and other areas of the NHS, and represent the College on relevant University-wide committees and working groups.

Principal Responsibilities

Staffing the Health and Wellbeing Centre, record keeping and maintaining first-aid/medical supplies

- Be available for booked appointments and drop-ins as required in the Health and Wellbeing Centre.
- Deal with email and other correspondence and follow up on incidents that may have occurred out of hours.
- Book appointments.
- Process medical questionnaires issued to students at the start of each academic year.
- Maintain confidential records and assist with the management of the records system.
- Maintain records of students in respect of allergies or conditions requiring the administration of emergency medication and share this with relevant College staff.
- Monitor and maintain first-aid and medical supplies and equipment, liaising with the Senior College Nurse, Heads of Department and First Aiders.
- Keep medication in the Health and Wellbeing Centre secure while on duty, and store drugs, medical supplies and equipment securely.

Consultation and triage

- Meet with new students to help assess health-related conditions and needs.
- Triage, assess and treat minor illnesses and injuries as appropriate.
- Discuss medical problems.
- Triage and assess mental ill-health.
- Support students with disabilities.
- Advise clients on appropriate sources of professional help outside the Health and Wellbeing Centre, and direct them to such help as appropriate, including University Support Services and the NHS.
- Assist clients in contacting external sources of help as appropriate.

Preventative action

- Promote healthy living.

- Help raise awareness of health-related issues for students, Fellows and staff, provide appropriate advice and indicate access to appropriate resources.
- Plan and run outreach in respect of healthy living.
- In consultation with colleagues and students, proposing sessions to encourage and support healthy living.

Liaison

- Senior College Nurse and College Counsellor.
- Senior Tutor, Director of Postgraduate Students, Tutors, Directors of Studies and Dean of Discipline.
- Dean of Chapel and Chaplain.
- Academic Administrators, Porters' Lodge, Senior Tutor's Office, Student Services, Accommodation, Maintenance, Housekeeping, Undergraduate Admissions and the Postgraduate Office.
- Other College departments as appropriate.
- Undergraduate and postgraduate students' unions (JCR and SBR)
- University Student Services, including University Counselling Service, Accessibility and Disability Resource Centre, Mental Health Advisors, Wellbeing Service and Harassment and Violence Support Service.
- NHS, including local GP practices, CAMEO, CAMS and other services focused upon mental ill-health.
- Cambridge College Nurses Association (CCNA).

Representation

- College committees as required, in own right or representing the Senior College Nurse.
- University committees regarding health and wellbeing, as requested and appropriate.

General

- Participate in discussions concerning the formulation of health policy.
- Maintain confidentiality as appropriate.
- Assess students in their residential accommodation where necessary.
- Check on/visit students in hospital as appropriate.
- Provide advice to the College and/or Faculties and Departments on the needs of students with disabilities, as appropriate.
- Attend review meetings with students organised by the Senior Tutor or Tutors, providing advice and following up as appropriate.
- Write letters of support regarding student applications for examination adjustments and allowances.
- Regularly attend reflective practice meetings.
- Follow College policies and procedures at all times.
- Keep up to date with Continuous Professional Development (CPD).
- Comply with the NMC's revalidation requirements.
- Any other duties as required.

The list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be assigned.

Person Specification

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

	Essential	Desirable
Qualifications, Knowledge and Experience	<ul style="list-style-type: none"> NMC Registered Nurse with significant post-registration experience or Community Specialist Practitioner in Public Health Nursing (SCPHN). 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. 	<ul style="list-style-type: none"> Experience of working with people with neurodiversity and/or other disabilities in an educational setting. Knowledge of local referral pathways.
Skills, Abilities and Competencies	<ul style="list-style-type: none"> 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. 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, within a wider welfare team. Ability to set and maintain professional boundaries. Understanding of safeguarding and data protection. Understanding of, and sympathy for, equality, diversity and inclusion issues. Computer literacy; good written and verbal skills. Excellent interpersonal skills. Strong attention to detail. Openness to change. 	

Terms & Conditions

Post: College Nurse

Length of post: Permanent

Hours of work: 22-30 hrs per week. Hours will be worked predominantly weekday daytimes with occasional flexibility required to meet the needs of the role. Specific hours to be agreed with the successful candidate.

Contractual benefits include:

- Membership of a Defined Contribution Pension Scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits include:

- A meal allowance (subject to a monetary limit)
- Access to a 'cash plan' healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period.
- Access to BUPA after a qualifying period
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover

Read more about the benefits of working at [St John's](#).

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



Recruitment Process

The deadline to apply is **12.00 pm** on **Tuesday 9th July 2024**. Interviews are expected to be held during the week commencing 15 July 2024.

Please include in your application:

- A fully completed application form
- A covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you
- A full and up to date c.v.

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

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.

**Education Department
St John's College
Cambridge CB2 1TP
United Kingdom**

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