



# **ST JOHN'S COLLEGE CAMBRIDGE**

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**Further particulars for the post of  
College Nurse**

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## Requirement

St John's College wishes to appoint a College Nurse on a permanent basis.

## 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 largest of the University colleges and has some 530 undergraduate and 320 post-graduate students, and around 160 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 highly international community with approximately 15% of its undergraduates and 55% of its graduates coming from overseas.

Further information on the College can be found on the College website [www.joh.cam.ac.uk](http://www.joh.cam.ac.uk)

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

**Department Aims:** To provide a holistic, supportive, modern, proportionate and responsive health and wellbeing service to the students, Fellows and staff of St John's College, mindful of NHS support and other services offered in and beyond the University of Cambridge.

### Principal Responsibilities and Duties

**Job title:** College Nurse

**Department:** Health and Wellbeing Centre (as part of the Education Department)

**Responsible to:** Senior Tutor

**Job Purpose:** To be responsible for the health care of junior members, Fellows and staff of the College while they are living and working in the College by providing an effective and confidential medical, welfare and counselling service complementing NHS and other accessible externally-provided services, and to be responsible for the overall medical administration of the College and for monitoring/advising the College on health and safety issues.

**Support Network:** The College Nurse is an essential part of the College's welfare support network. The postholder works alongside a number of colleagues in this support network, including the Senior Tutor, the Tutors, the Chaplain, the Porters and the Dean of Discipline. They also liaise with external support groups such as the University's Disability Resource Centre and a college nurses' group.

## Principal Responsibilities

1. In order to provide and promote evidence-based, individualised and holistic patient care, and to meet the nursing needs of junior members, staff and Fellows while living and working at the College, the postholder will lead by example to:

- i. Provide a first point of face-to-face contact within the College for patients presenting with undifferentiated, undiagnosed problems, making use of skills in history-taking, physical examination, problem-solving and clinical decision-making to establish and take professional responsibility for a diagnosis and management plan. Regular surgeries will be held on weekdays during Full Term to see patients on a 'sit and wait' basis and by appointment.
- ii. Refer patients directly to other services/agencies as appropriate.
- iii. Answer queries and provide advice and information by telephone and by email.
- iv. Visit ill students in their accommodation and in hospital; be responsible for the care of ill students in their own rooms and for obtaining agency nursing care if needed, working in conjunction with Tutors.
- v. Inspire and facilitate a personal responsibility for health and well-being through the use of health education sessions and publicity, and therapeutic communication skills.
- vi. Provide first aid assistance in person or facilitate attendance of trained first aiders in the event of an emergency situation requiring medical attention.

2. The College Nurse is head of the Health and Wellbeing Centre, and as such the postholder will:

- i. Act as Line Manager for other staff members within the Health and Wellbeing Centre.
- ii. Work closely with and manage the workload of these staff members to ensure all work required in the Health and Wellbeing Centre is carried out to the highest standard and the workload is monitored and improved where necessary.
- iii. Ensure a strong worth ethic and good communication within the Health and Wellbeing Centre team.

3. In order to ensure a comprehensive, accessible, cost-effective and well-advertised health and welfare service, the postholder will demonstrate managerial and planning skills to:

- i. Liaise closely with appropriate healthcare professionals, departmental colleagues, Senior Tutor, Tutors, Porters, Chaplain, and parents on occasions, to ensure continuity of care.
- ii. Ensure that the College website and other College literature advertise the services provided.
- iii. Liaise with JCR and SBR representatives on College health and welfare matters.
- iv. Register all students with a GP of their choice.
- v. Collaborate in the provision of effective, proportionate support and rehabilitation for students recovering from serious illness, accidents or hospitalisation
- vi. Identify and work with departmental and other colleagues to put in place proportionate support for students with disabilities or special needs.
- vii. Undertake the duties of Disability Liaison Officer for the College, which involves liaising with the University Disability Resource Centre.
- viii. Work with the College Counsellor to offer a measure of sustainable and affordable direct Counselling through the College and/or to identify appropriate services outside the College in line with evolving University-wide approaches to such provision.
- ix. Participate in identification of future health needs in the on-site College community and develop strategies to address them.

4. Contributing to effective health and safety in the College, the postholder will:

- i. Compile and present reports and statistics on Health and Wellbeing Centre activities; attend College Health and Safety Committee meetings and other College meetings as appropriate.
- ii. Participate in audits and inspections as appropriate.
- iii. Provide nursing responsibility for occupational health and safety as detailed in guidelines set out by the DES and HSE.
- iv. Implement in College any University policies or guidelines which are health related (e.g. anaphylaxis, HIV and AIDS, meningitis, pandemic flu).

5. In order to improve liaison on health and welfare issues across the University, the postholder must attend meetings of and otherwise participate in:

- i. The Cambridge College Nurses' Association.
- ii. University working groups and committees.

6. In order to contribute to efficient and effective financial and stock management in the College, the postholder will:

- i. Establish, with the Senior Tutor, an annual budget for the Health and Wellbeing Centre and ensure that expenditure generally remains within the agreed budget.
- ii. Hold responsibility for ordering and ensuring safe custody and proper use of supplies, equipment and medicines.

7. In order to maintain confidentiality, the postholder will:

- i. Be responsible for the security of the Health and Wellbeing Centre and its contents.
- ii. Keep 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. While the above seeks to provide an outline of the responsibilities and their diversity, the tasks are to some large degree open-ended and the post demands a high level of flexibility.

Other relevant duties may be specified by the Senior Tutor from time to time.

## **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.

### **Qualifications, Knowledge and Experience:**

- Registered General Nurse, currently registered with the Nursing and Midwifery Council, with a minimum of five years of post-registration experience
- Recognised Nurse Practitioner qualification at minimum of degree level or equivalent
- Sufficient experience to cope with wide range of medical, psychological and other emergencies without supervision
- Evidence of working autonomously and as part of a team

- Experience of managing minor illnesses and injuries
- Experience in management of long-term health conditions
- Experience of working with young adults
- Familiarity with, and ability to co-operate closely with other medical agencies
- Computer literacy; good written, verbal and presentational skills

### **Skills, Abilities and Competencies:**

- Imagination and enthusiasm
- The ability to win the confidence and trust of young people is essential
- Initiative, discretion and ability to work independently and without supervision
- 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
- Ability to deal appropriately with sensitive and private information about individuals and to operate in a confidential and professional manner
- Excellent interpersonal, verbal and written communication skills
- Proven record of effective use of networking and influencing skills
- Experience of presenting information to a wider audience
- Ability to analyse data and information, drawing out implications for the individual patient
- Ability to think strategically
- Time management and ability to prioritise workload
- Reflective practitioner

### **Terms and Conditions**

Length of post:	Permanent
Salary:	The salary for the post will be between £44,981.21 - £50,626.80 p.a. (depending on experience)
Hours of work:	36.25 hours per week
Location:	The role is based in Cambridge.

#### Contractual benefits include:

- Membership of a defined contributory pension scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays)

#### Other benefits include:

- Free lunch in the College's Buttery Dining Room (subject to a monetary limit)
- Access to a private healthcare scheme currently provided by BUPA
- 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
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover

The appointment will be subject to an initial probationary period of nine 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 is one month on either side.

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

## Recruitment Process

Please include in your application:

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

Applications should be sent:

by email to: [recruitment@joh.cam.ac.uk](mailto:recruitment@joh.cam.ac.uk)

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

to arrive no later than **9.00 am** on **Monday 18 January 2021**. Interviews are expected to take place week commencing 25 January 2021.

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.

## 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 three 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