Further Particulars – College Nurse

Salary Scale:  

Nature of Contract:  
Permanent

Reporting to:  
The Bursar

Background

GTC is a graduate college with approximately 600 students, 200 fellows and 68 members of staff aiming to lead the way in postgraduate education at the University of Oxford. The college is international in membership and outlook, lively and supportive in spirit, with an intellectual agenda focusing on issues relating to human welfare. It aims to be a truly contemporary college: friendly, informal, outward-looking, and future-focused in a traditional Oxford setting.

GTC is situated between the Radcliffe Observatory and Observatory Street on Woodstock Road, within easy walking distance of the City Centre, the Saïd Business School, and the University Science Area.

Job Description

Main Purpose of Job

To provide primary nursing care to students of the College and some student families. We are seeking a skilled Nurse to deliver a first-class health service to our students, providing a diverse range of first-contact clinical and non-clinical care, including supporting individuals with mental health problems, in the College environment.

Worcester College, Oxford are also seeking a Nurse and these two roles could be undertaken in conjunction with each other. Please be aware that the terms and conditions offered by each college differ and, as such, if you were successful you would be employed by both Colleges on separate contracts of employment. If this opportunity is of interest, you will need to follow Worcester College’s recruitment process and submit a separate application to them for their role. It would also be useful for you to express your interest in this arrangement in your application to both Colleges. For more information on the opportunity at Worcester College, please visit their website at http://www.worc.ox.ac.uk/jobs
**Key Tasks and Major Responsibilities**

**Key objectives**

- Providing assessment, review and management of patients who make use of the service.
- Implementing, supporting and developing the processes in the College for running regular clinical sessions for the students.
- 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, their Families, Patients and Staff
- College Welfare Team
- College Bursar
- Lead Nurse and Operations Manager at OxFed
- Senior leadership team at OxFed
- College doctors and other health and care professionals

**Key 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 mental health issues, 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, liaise with them and/or their colleagues, 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 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 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 Domestic Bursar or College authorities according to agreed processes.
- Carry out other duties as required by the Bursar (who acts as the College Nurse’s line manager for administrative or general matters).
Terms and Conditions of Employment

Employer: Green Templeton College. The College is an independent employer and does not automatically apply University of Oxford employment terms and conditions or policies.

Reporting: The Bursar. Medical matters may be reported to the College Doctor.

Location: The successful applicant will be based on the site at Green Templeton College, Woodstock Road, Oxford, OX2 6HG. The post may require travel to and work at other College and University sites.

Duration: This post is offered on a permanent contract

Hours: On average, 7 hours per week. Days and times of work to be agreed. There are peaks and troughs to this work and a degree of flexibility will be needed, so that more hours may be required at busy times and fewer hours when the College is less busy. Occasionally, the postholder may be required to work additional hours.


Holiday: Pro-rata of 38 days per annum (including 8 Bank Holidays and college closure days). Additional long service holidays apply after 5 years. Holiday is expected to be taken outside University Full Term.

Pension: The post is pensionable and the post holder eligible for membership of the USS, a contributory pension scheme.

* Free lunches are provided when the kitchens are open.

** Parking is available on site on a first come first served basis. This is not a contractual right for staff and may be removed at any time if the College needs to change its arrangements.
**Person Specification**

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| **Qualifications and Education** | • 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**         | 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  
• Experience of working within multi-professional team environments  
• Experience of working with adults in a clinical setting, complying with best practice and relevant legislation | Experience in education, quality improvement or leadership |
- A recognised counselling qualification or experience of managing patients with mental health problems would be an advantage.
- Ability to collect and record information and data, for record-keeping, monitoring and evaluation.

| Skills, abilities and knowledge | • 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  
• 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 | • 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 |
How to apply

Please submit the following, quoting job reference number GTC - 128 to hr@gtc.ox.ac.uk.

A comprehensive curriculum vitae giving details of relevant achievements as well as your educational and professional qualifications.

A covering letter that summarises your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification.

Details of your latest salary, notice period and names and contact details of two referees. We will assume that we are free to approach referees at any stage of the application process unless the applicant states otherwise. Please state such requirements explicitly alongside the details of the relevant referee(s);

Telephone contact numbers, which will be used with discretion.

It is possible, but not preferred, to send applications by post to Human Resources Department, Green Templeton College, Woodstock Road, Oxford OX2 6HG.

Recruitment Timetable

The closing date is Monday 12th March 2018 at 12 noon. Interviews will take place on Thursday 5th April 2018, and as there are several staff members involved in the selection process it will not be possible to alter the interview date.

In the interests of economy we will only contact those candidates who have been shortlisted for interview and they will be informed by telephone or email. Applicants are welcome to telephone or e-mail to check the progress of their application.

Data Protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 1998 and the University’s Data Protection Policy.

Travel Expenses

The College will reimburse receipted travel expenses to interview at the rate of a second class rail fare, within the UK.