

Newnham College Job Description



Job Title:	College Nurse
Reporting to:	The Senior Tutor
Significant working relationships:	Postgraduate Tutor; Wellbeing Advisor; College Counsellors; Tutors; Tutorial and Admissions Office Staff; Domestic Bursar; Head Porter; Directors of Communications; Head of University Student Wellbeing Team; University link Mental Health Advisor; Student Welfare Representatives; Local GP surgery (Newnham Walk)
Place of work:	Newnham College
Tenure:	Permanent
Hours:	Part-time, working 42 weeks a year (ie school termtime, minus the half term weeks) and an average of 25 hours per week but with the flexibility to do more hours during College term time, and fewer hours during College holidays. The College would be open to a job share arrangement.
Salary:	Spine point 51 on the University's single salary spine, the full time equivalent for which is currently £48,350 per annum. The salary, pro rata, based on 42 working weeks and 25 hours per week is £26,034 per annum.
Holidays:	Annual leave is based on the full time equivalent of 33 days including bank holidays. Leave is expected to be taken during the University vacations except in special circumstances.
Pension:	The College offers membership of USS (Universities Superannuation Scheme), with a current employer contribution rate of 21.6%
General terms and conditions:	This post is subject to proof of the right to work in the UK and governed by the provisions in College staff handbook, policies and procedures which may change from time to time. Confirmation in post is subject to satisfactory references and the successful completion of a 6-month

	probationary period, after which the notice period is 3 months.
Other	An enhanced Disclosure and Barring Service (DBS) check which is satisfactory to the College is a requirement for this post.

Main Purpose of Role/Overview:

The College Nurse is a key member of the College Health and Wellbeing Team alongside the Wellbeing Advisor under the leadership of the Senior Tutor. The Nurse provides health support to students, liaises with GP services and assists with access to other services in the University and in the NHS. The postholder shares medically-informed advice with the Team to ensure appropriate support is available for students, prioritises student's needs and contributes actively and collaboratively with the Team where necessary to ensure the health and wellbeing of the College community.

Main duties and responsibilities:

- Consultation with and treatment of members of the College community to include:
 - Regular surgeries.
 - Domiciliary visits to students' rooms to diagnose and treat where appropriate.
 - Support for students with disabilities and those managing long-term chronic health conditions.
- Medical registration and for new students: triaging of new students to ensure that those with particular health needs are seen early so that their support needs can be assessed and communicated as necessary to academic and pastoral staff.
- Collection and dissemination of information about allergies, liaising with the Catering Department and Porters.
- Liaison with and referral to other appropriate healthcare providers.
- Attend relevant meetings including, but not exhaustively:
 - Weekly termtime meetings of the Health and Wellbeing Team
 - Tutors' Meetings
 - College Health and Safety Committee
 - Cambridge College Nurses Association
- Take a proactive approach to the health and wellbeing of the College community which might include, but not exhaustively:
 - Individual health education
 - College-wide initiatives such as healthy eating, stress reduction, help to stop smoking.
- Monitor and maintain adequate levels of medical supplies to include those necessary for College First Aid boxes: support College first aiders.

- Be available for Porters, the Senior Tutor, Tutorial and Admissions offices to advise on medical matters as necessary.

General

- Take part in the College's Workplace Discussion (annual appraisal) scheme and undertake training as required.
- Be responsible for one's own health and safety in the workplace.
- Comply fully with all the College's policies including health and safety, equal opportunities and data protection.
- Undertake any other reasonable request or duties, commensurate with this post.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required, and all are expected to work collaboratively to support the overall work of the College.

About Newnham College

Founded in 1871, Newnham College has been at the forefront of promoting academic excellence for women in the University of Cambridge for over 150 years. As a women's College, the College has an all-women Fellowship of 70 and some male College Lecturers. Our student body comprises around 430 undergraduates and 250 postgraduates including people assigned female at birth who no longer identify as such, and transwomen. There are around 120 non-academic staff, including women and men, with a range of responsibilities and roles.

Newnham College is an equal opportunities employer

July 2023

Person Specification

	Essential	Desirable
Qualifications, experience and background	<ul style="list-style-type: none"> Registered General Nurse (RGN) Significant and demonstrable experience of post-registration practice. Experience of advising and assisting people with a range of physical and psychological issues. Experience of working independently with confidence and making appropriate decisions and recommendations. Insight into the challenges students face within the higher education sector. Understanding of equality, diversity and inclusion issues and their impact on student experience. 	<ul style="list-style-type: none"> Familiarity with Higher Educations institutions. Experience of working with young people. Qualification or experience in family planning, health educations, health visiting or community nursing.
Specific knowledge/skills (technical)	<ul style="list-style-type: none"> Computer literate with experience of Microsoft packages including Word, Outlook and Excel. Effective interpersonal skills in order to liaise with a variety of individuals and supporting bodies. Experience of working with other medical agencies to achieve the most effective outcomes. Counselling skills. Able to design systems to collect relevant data and undertake data analysis in order to measure effectiveness of healthcare provision Understanding of duty of care, confidentiality and data protection. 	<ul style="list-style-type: none"> Counselling qualification
Personal attributes	<ul style="list-style-type: none"> Ability to effectively deal with a wide range of medical, psychological issues and emergency situations. 	

	<ul style="list-style-type: none">• Strong interpersonal skills; able to gain the trust of students.• Highly committed to working with young people: resilient and enthusiastic• Able to work well as part of a medical and wellbeing team• Able to manage sensitive and confidential issues and undertake courageous conversations whilst remaining discreet, calm, and professional• A flexible, creative, organised and methodical approach.• Able to prioritise and work to tight deadlines.• Excellent oral and written communication skills.• Able to exercise judgment and use initiative.• Ability to work calmly under pressure.• Willingness to work flexibly.	
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