



WOODSTOCK SCHOOL

Health Centre Coordinator

Created: 08/05/08

OBJECTIVE

To promote continuance of health and disease prevention in the Woodstock Community.
To meet the health needs of the Woodstock Community with a high degree of professional nursing and confidentiality.

PROFESSIONAL RESPONSIBILITY

This relates to professional, legal and ethical responsibilities and cultural safety. These include being able to demonstrate knowledge and judgment and being accountable for own actions and decisions, while promoting an environment that maximizes student and staff safety, independence, quality of life and health.

The Health Centre Coordinator is directly accountable to the Principal and Financial Manager. The Health Centre Coordinator will liaise with the Parents, Heads of Schools, Residence Supervisors, School Counselors and Student Life Support Group in relation to students and staff. He/she must hold a current practicing certificate.

1. Managing the day to day activities of the Health Centre and ensuring adequate nursing cover for all Woodstock School needs and functions.
2. Developing health care provision, policies and procedures for the Woodstock Community.
3. Protecting confidential information by:
 - a. respecting people's right to confidentiality
 - b. ensuring people are informed about how and why information is shared by those who will be providing their care
 - c. disclosing information if you believe someone may be at risk of harm in line with Woodstock School policies and Indian law.
4. Ensuring thorough record keeping to protect the welfare of students and staff by promoting:
 - a. high standards of clinical care
 - b. continuity of care
 - c. better communication and dissemination of information between members of the Health Centre team
 - d. an accurate account of treatment and care
 - e. the ability to identify risks and detect problems
 - f. the concept of confidentiality
5. Ensuring health and safety in the work place by adhering to Universal Precautions.
6. Attending the Food Services Advisory Committee meetings.

INTERPERSONAL RELATIONSHIPS

This relates to interpersonal and therapeutic communication with students and staff, other nursing staff and interprofessional communication and documentation.

1. Building effective relationships with colleagues, students and staff.
2. Attending all staff meetings and in-service training sessions.

3. Being reliable, honest and work as an effective team member in providing nursing care to the Woodstock community.
4. Liaising with Landour Community Hospital (LCH) and other Health Care Providers in Mussoorie, Dehra Dun and Delhi to ensure all needed health services are readily available for the Woodstock Community.
5. Liaising with the Medical Superintendent, LCH regarding the Woodstock School Health Centre Clinics.

MANAGEMENT OF NURSING CARE

This relates to student and staff assessment and managing student and staff care, which is responsive to the student and staffs needs, and which is supported by nursing knowledge and evidence based research.

1. Carrying out day to day nursing duties in the Health Centre according to the Health Centre Policies and Procedures and the Woodstock School Policies and Procedures.
2. Assessing student and staff care supported by nursing knowledge and Evidence Based Nursing (EBN).
3. Providing nursing care to students and staff admitted to hospital during normal duty hours and as required during off duty hours.
4. Chaperoning students and staff to medical consultations [outside the school campus] during normal duty hours and as required during off duty hours.
5. Ensuring medical supplies, immunizations and drugs are available at all times.
6. Monitoring drinking water quality on the Woodstock campus in association with the maintenance department.

INTERPROFESSIONAL HEALTH CARE AND QUALITY IMPROVEMENT

This relates to demonstrating, as a member of the Health Centre team, the nurse evaluates the effectiveness of care and promotes a nursing perspective within the interprofessional activities of the team.

1. Participating in the Performance Management Programme.
2. Being accountable for your own nursing practice by pursuing further education which will be evident in clinical practice.
3. Providing professional development and training for Woodstock School Staff in health related areas and students as required.
4. Seeking continuous improvement in Health Centre Services in consultation with Woodstock School Administration.

APPENDICES & REFERENCES

www.nmc-org.uk Nursing and Midwifery Council, UK.

www.nursingcouncil.org.nz Nursing Council of New Zealand

www.anmc.org.au Australian Nursing and Midwifery Council