



Verdala  
INTERNATIONAL SCHOOL

# Job Description

## *Whole School Nurse*

At Verdala International School (VIS), we believe that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities. Therefore, the job description is designed to outline primary duties, qualifications, and job scope, but does not limit the employee or VIS to only the work identified. It is a basic expectation that each employee will offer his/her services necessary to ensure the success of our school.

### **Purpose of Role**

Reports to: Head of School/ Director of Well-being

Member of: Support Staff, Student Support Dept, Crisis Management Team, Health & Safety Committee

### **General Duties & Responsibilities**

- Embrace the values of the school.
- Provide care to students and staff who need emergency care due to injury or who present with an acute illness.
- Assist students, faculty and staff in monitoring chronic medical conditions.
- Administer medication and monitor ongoing student and staff health issues.
- Provide case management by communicating with the family through telephone calls or written communication
- Prepare first aid kits for each building or school trip.
- Display the highest ethical professional behaviour and standards when working with students, parents, school personnel, and other agencies associated with the school.
- Support School events (sometimes out of hours) as a first aid responder.

### **Specific Duties and Responsibilities**

#### **Administrative**

- Comply with the rules and regulations of the Public Health Authority.
- Act as COVID Liaison Officer, ensures regularly that protocols are up to date and being adhered to. Communicates and liaises with the PHA School contact tracing team if an in-school COVID case is reported.
- Manage and organise First Aid courses for staff. Helps prepare School for COVID certification.
- Accompany students or staff to hospital in an emergency (if required).
- Provides case management by communicating with the family through telephone calls or written communication.
- Notify immediately the Director of Well-being and Principal of any evidence of substance abuse, child neglect, severe medical conditions or a matter of concern.
- Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines. Ensures that information related to students is shared confidentially with members of staff.
- Member and advisor to the Crisis Management Team and Health & Safety Team
- Compiling School Accident Forms for any minor/ major incidents and communicating with the relevant parties.



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- Implementation of Government Health related services eg. Head lice check, surveys etc.

## Qualifications

- Registered Nurse (RN) License.
- Knowledge of many areas of health including mental health.
- Knowledge of school laws and policies.
- BLS/CPS certification.
- Ability to assess situations and act quickly.
- Knowledge of Public Health regulations.

## Skills and Competencies

- Knowledge and skills necessary in health appraisals for identifying student health problems.
- Able to work well with others within the school community.
- Skill in organizing and relating information in an understandable format.
- Skill in critical thinking and planning.
- English language fluency: speaking, reading, writing, listening.
- Maltese language communication skills: speaking and listening.
- Effective communication skills with School partners, colleagues, parents and students.
- Demonstrates superior interpersonal and organizational skills.
- Demonstrated ability to use sound judgement.
- Proficient user of technology as it applies to all VIS applications.
- Values collaboration and teamwork Flexible, resilient, and the ability to multitask..
- Adheres to the Support Staff Code of ethics.
- Demonstrates a positive and supportive attitude towards young people (ages 3-18.)
- Demonstrates an interest in personal development.

**November 2021**