FURTHER PARTICULARS
COLLEGE NURSE

Job Title: College Nurse

Contract Type: Permanent, part-time (c.0.5 FTE)

Responsible to: Chaplain (Head of Welfare)

Liaises with:
- Senior Welfare Adviser
- Junior Deans for Welfare (graduate students with welfare responsibilities for other students);
- College Medical Practice (Dr Leaver & Partners);
- Senior Tutor;
- Academic Registrar (College Disability Co-ordinator);
- Counselling services;
- Disability Advisory Service

Job purpose: To deliver health and welfare services and advice to c.610 undergraduate and graduate students, and to academic and non-academic staff and bona fide visitors to the College.

Merton College

Merton is one of the oldest and most beautiful colleges in Oxford, tucked away behind the High Street, with glorious views across Christ Church Meadows but within easy reach of other University buildings and the city centre.

We are a vibrant, diverse, inclusive community with a strong record of academic success. The College community currently comprises around 610 students (300 undergraduate and 310 graduate), alongside some 70 Fellows, 40 other academic staff, and over 100 members of support staff.

More information about the College is available on our website: www.merton.ox.ac.uk.

Welfare Provision at Merton

Merton is committed to providing effective support to its students, and takes a pro-active and collaborative approach to its welfare provision.

The Chaplain is the Governing Body Fellow with overall responsibility for student welfare within the College. He heads a Welfare Team which comprises a Senior Welfare Adviser, three Junior Deans for Welfare and a Welfare and Disability Administrator, in addition to
the College Nurse. The team organizes a range of courses and activities throughout the
year, including free yoga classes, mindfulness courses, and welfare training and seminars.

In addition, the Middle Common Room (the graduate student body) and the Junior
Common Room (the undergraduate student body) each elect two Welfare Reps every year,
and a team of students is trained as peer supporters.

A termly Welfare Forum, held over lunch, brings together JCR and MCR representatives,
key College Officers and welfare team members, Merton link personnel in the Disability
Advisory Service and Oxford University Counselling Service, and the College Doctors.

The College Doctors hold a surgery in College once each week during term.

**College Nurse**

The appointee will be expected to work closely with the Chaplain as Head of Welfare and
with other members of the Welfare team, and to liaise closely with the College Medical
Practice, in order to support students with health and welfare difficulties and to help solve
problems which are adversely affecting students’ wellbeing.

This role would be suitable for candidates from a range of nursing backgrounds. Experience
in dealing with psychological problems and the ability to refer patients for counselling would
be especially welcome.

Regulated activities undertaken by the College Nurse are overseen by Dr Leaver &
Partners, the registered CQC provider, who provide a management and clinical supervision
service.

**Main Duties of the Role**

The College Nurse will be responsible for:

- **Assessing and managing student patients**
  - Holding drop in-clinics for the students;
  - Undertaking assessment and examination to diagnose and prioritise patients’ problems;
  - Assessing and managing the clinical requirements of students within the College and being able to provide medical advice to College staff or people visiting the College and providing immediate treatment where necessary;
  - Undertaking chronic disease management relevant to young adults such as asthma and diabetes and liaising with the College practice;
  - Dealing with medical issues relevant to student medicine including mental health, sexual health, contraception, sports injuries, allergies and travel medicine;
  - Assessing and providing appropriate support to students with mental and physical disabilities, liaising with University and external bodies as required;
Attending medical emergencies in the College and administering appropriate treatment in terms of first aid and basic life support;
- Undertaking minor injury management (dressing, stitches);
- Visiting students admitted to hospital and reporting, subject to the patient’s consent, to the relevant College Officers;
- Liaising with agencies in secondary care for ongoing clinical management of students;
- Liaising with the College Chef regarding dietary requirements for particular students;
- Liaising closely with the College Medical Practice (Dr Leaver & Partners) about complex individual cases, identified significant clinical risks, and longer-term strategy development, as well as helping to organise College Doctors’ surgeries;
- Practising high quality nursing care, according to NHS approved standards: consulting according to up-to-date evidence-based guidelines and undertaking yearly appraisals.

Welfare

- Working collegially as a member of the College welfare team to support members of the community with a variety of mental health and other welfare needs;
- Participating in meetings in College, including fortnightly welfare team meetings;
- Responding to urgent welfare concerns as part of the on-call College welfare rota.
- Identifying where cases may require escalation to other welfare / College professionals;
- Supporting College staff in provisions for students with disabilities;
- Contributing to events which promote / inform students regarding their welfare needs and welfare provision in College;
- Overseeing and following up hospital attendances by students where necessary;
- Encouraging students to register with Dr Leaver & Partners;
- Assisting the College Doctors at the beginning of the academic year with medical briefing and health checks for new students.

Recording

- Ensuring awareness of up-to-date Caldicott guidelines on information sharing and confidentiality, and of obligations and responsibilities according to safeguarding legislation for adults at risk;
- Keeping accurate and up-to-date records on EMIS of contacts and discussions regarding patients;
- Assisting in medical induction of new student members of College and supporting registration with the College Doctor;
- Identifying opportunities to gain feedback and monitoring service quality;
- Providing prompt medical certification for students who are unwell during examination periods.

**General**

- Maintaining a job plan that involves keeping training up-to-date, professional progression, and developing new skills;
- Ensuring that the service meets CQC and other regulatory standards: ensure that premises and equipment have been checked, cleaned, and maintained to standard, and that policies and protocols are adhered to;
- Promoting health and wellbeing information and initiatives within the College;
- Working in accordance with College and Dr Leaver & Partners policies and procedures;
- Working collaboratively with other College Nurses, supporting each other and respecting each other’s views.

**Other duties**

The post-holder will be required to take responsibility for their own personal development and be willing to undertake training to improve personal performance and knowledge. They will also be required to undertake other duties not specifically identified above but which are in line with the general responsibilities of the post.

The post-holder will be required to undertake an enhanced DBS check.

**Person Specification**

Candidates will be assessed on the basis of the criteria set out below and should ensure that their application provides evidence of how they meet the criteria. Examples of relevant experience and competencies need not only be from work; they could be from study, voluntary work, or similar.

**Qualifications**

- Level 1 Registered Nurse with current NMC registration (general adult branch);
- A degree-level qualification in a relevant field of practice and/or a diploma or other qualifications relevant to the clinical assessment and management of unwell adults and/or equivalent experience; and
- Up-to-date First Aid qualifications.

**Knowledge and Experience**

- Experience or knowledge of healthcare for students / young people;
- Experience or knowledge of management of mental health conditions;
- Experience or knowledge of contraception and sexual health (eg completion of a Family Planning training course);
- Experience or knowledge of health promotion and education.
Skills and Competencies

- A sound appreciation of the requirement for confidentiality allied with an awareness of the demands of the College’s duty of care;
- Ability to collect and accurately record information and data;
- Ability to use MS Office to a proficient standard;
- Excellent listening skills;
- Evidence of good verbal and written communication skills;
- A calm approach to difficult situations;
- Ability to work under pressure;
- Sympathy with the values, ethos, and objectives of a small, collegiate institution; and
- Team-working skills.

Salary and Benefits

This is a permanent, part-time position (c. 0.5 FTE), working 25 hours per week, 5 hours per day Monday to Friday, over 31 weeks per annum (full time is 37.5 hours per week). There may be some flexibility in the working pattern. The probationary period is 6 months.

The full-time salary scale will be £43,000 to £47,000 per annum depending on qualifications and experience; the pro rata salary scale (including holiday pay) will be £20,176.92 to £22,053.85 per annum, paid in equal amounts over 12 months of the year.

The post-holder will be required to work 5 hours per weekday over the 31 weeks of the year. The anticipated working hours are 9.30am-3.00pm Monday to Friday, with a 30-minute lunch break.

The majority of the weeks worked will fall during University term-time: from -1st Week to 9th Week in Michaelmas Term, and 0th Week to 9th Week in Hilary Term and Trinity Term. It is anticipated that there will be sufficient capacity within these hours to permit the post-holder to attend meetings and undertake on-going CPD. There may be the possibility in future of extending the total number of weeks of work.

Willingness to work flexibly when the need arises is a requirement of the post, and it is expected that any such flexible working will be accommodated within the 25 hours per week. In exceptional circumstances overtime will be paid, if approved by the line manager.

Annual leave entitlement is based on 38 days pro rata per annum, comprising 8 public holidays and 30 working days. It is expected that Bank Holidays falling during term time will be worked. Annual leave is to be taken outside of the 31 working weeks and as this post works for part of the year, the post holder receives remuneration in their salary in respect of annual leave entitlement.

The College also offers an excellent benefits package. The post-holder will be entitled to lunch without charge each working day in Hall, and will be eligible to join the University of Oxford Staff Pension Scheme. Private medical insurance is provided for those who would like
to take it up. A loan is available for the purchase of seasonal travel passes and the College operates a Cycle to Work Scheme. The College has a gym, which is free to use for staff and there are a number of organised activities such as yoga and circuit training that are also free for staff. Free car parking is also available.

Any appointment will be conditional on the successful candidate having the right to work in the UK, receipt of satisfactory references, verification of qualifications, satisfactory pre-employment medical and an enhanced Disclosure and Barring Service check.

**Application Process**

Those wishing to apply for this post should complete the online application at [http://www.merton.ox.ac.uk/about-merton/vacancies](http://www.merton.ox.ac.uk/about-merton/vacancies) and upload the following documents by **9am on 13th November 2023**:

- a covering letter of no more than 600 words outlining their motivation for applying and detailing how their skills and experience equip them to undertake the role;
- a CV no longer than three typed sides of A4, which should include the names and contact details of two referees; and
- an Equal Opportunities Recruitment Monitoring form. The information collected on the Equal Opportunities Recruitment Monitoring form does **not** form part of the selection process and will **not** be circulated to the selection panel. It will be used solely to monitor the effectiveness of the College’s equality policy which is published at [http://www.merton.ox.ac.uk/aboutmerton/collegepolicies.shtml](http://www.merton.ox.ac.uk/aboutmerton/collegepolicies.shtml)

The interviews are expected to take place in the **week commencing 20th November 2023**.

References will only be taken up for the successful candidate.

The post is available from January 2024, or as soon as possible thereafter.

The position may be discussed further with the Acting Head of Welfare (email: vacancies@merton.ox.ac.uk).

This appointment will be determined only by personal merit and the application of criteria related to the duties of the post. No applicant will be treated less favourably than another because of their sex, gender re-assignment, marital status or civil partnership, pregnancy or maternity, racial group, disability, age, religion and beliefs, or sexual orientation.

**Merton College is an equal opportunities employer**