



Student Support & Development

Student Health Centre Nurse (Admin Ass)

10 month contract

Student Support & Development (SS&D) provides personal and professional development support to students at DCU and is a busy and diverse Unit which includes the Student Advice Centre, Counselling & Personal Development, the INTRA work placement office, the Sports Development Office, the Student Health Centre, the Disability & Learning Support Office, the Access Office and the Inter Faith Centre. Further information on Student Support & Development can be found at: <http://www.dcu.ie/students/index.shtml>.

SS&D is currently seeking a flexible and dedicated individual to work in a nursing role in the Student Health Services on campus. The individual will be primarily located on the DCU St Patrick's campus in Drumcondra but may be required to move between any of the DCU campuses. S/he will be responsible for the operations on the DCU St Patrick's campus but will report into the Nurse Manager on the DCU Glasnevin campus. The Director of Student Support & Development has ultimate responsibility for all services within the Unit.

Essential:

- Registered with an Bord Altranais with at least 3 years post registration experience as a practice nurse/occupational health nurse/student health nurse or in a similar setting.
- Experience with administering vaccinations, triaging for GP, STI testing
- The nurse needs to be competent to work both autonomously or as part as a team.

The successful candidate will:

- Be able to function independently and possess excellent decision making skills
- Have well developed communication and interpersonal skills
- Have experience working with young people in a busy environment
- Be IT literate
- Experience with the Socrates Medical Records System would be of advantage

MAIN DUTIES AND RESPONSIBILITIES:

Clinical Duties:

- Triage students as they enter the Health Centre and refer to the GP, where relevant and necessary
- Assist the GP with medical procedures which need to be carried out in the course of his/her duty
- Provide nursing treatments to students, both independently and in cooperation with the GP such as vaccines, ear syringing, dressings etc.
- Ensure that a confidential service is provided at all times
- Liaise with and refer students to other support services within Student Support & Development, as required
- Provide emergency interventions for members of staff or members of the public who may need assistance from time to time
- Run STI clinics at intervals for the student population.

Health Education:

- Provide health awareness information and promote a healthy lifestyle
- Maintain effective liaison with the other external health-related associations, such as the Health Promotion Unit, to promote health strategies on campus reflecting current health issues
- Co-ordinate awareness campaigns relating to epidemic and notifiable diseases
- Provide a family planning service and emergency contraceptive advice
- Provide nutritional advice and healthy eating guidelines
- Advise students regarding their healthcare entitlements under current legislation
- Work with the Students' Union to promote health awareness weeks on campus

Administrative duties:

- Ensure accurate notes of all consultations and treatments are made on the medical records system (Socrates)
- Liaise with the Nurse Manager in the DCU Student Health Centre and provide reports on the activities of the Health Centre, as requested
- Liaise and work with the Health & Safety Officer

- Provide clear instruction for the administrative member of staff in the area and manage the workload of this staff member.
- Provide up-to- date and accurate information, under direction from the Nurse Manager, on local medical facilities and services, including local chemists and community-based services.

Salary scale: €33,625 - €50,750

**Appointments will be commensurate with qualifications and experience, and will be made on the appropriate point of the salary scales, in line with current Government pay policy*

Closing Date: 2nd November 2016

Application Procedure:

Application forms are available from the DCU Current Vacancies (Open Competitions) website at <http://www4.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149; Fax: +353 (0)1 700 5500
Email: hr.applications@dcu.ie

Applications should be submitted by e-mail to hr.applications@dcu.ie or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, Dublin 9, Ireland.

Informal Enquiries:

Informal enquiries can be addressed to Claire.bohan@dcu.ie

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