



## **Student Support & Development**

### **Student Health Centre Nurse (Snr Admin Ass V)**

**(Permanent)**

**(1 role) Glasnevin Campus**

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 DCU Glasnevin campus. The individual will primarily be located in DCU Glasnevin campus, but may be required to move between either of the DCU campuses. S/he 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.

Duties and responsibilities

The following duties are indicative and may change in line with the requirements of the Health Centre and the University. The duties and responsibilities of the position include and are not restricted to the following activities.

#### **Essential:**

- Registered with an Bord Altranais
- At least 3 years post registration experience as a practice nurse/occupational health nurse/student health nurse
- At least 3 years' experience of triage in a GP/Acute (practice) setting
- Experience giving contraceptive advice, STI advice/testing, administering vaccinations, ear syringing
- Up-to-date family planning course/STI course or working towards same
- Current Mental Health awareness training or working towards same
- Ability to work both autonomously and as part as a team
- Have a track record of outreach activity amongst the student population, with clear evidence of impact
- Experience working at third level in a nursing capacity

**The successful candidate will:**

- Be able to function independently and possess excellent clinical and decision making skills
- Have well developed communication, interpersonal skills and be a team player
- Have experience working with young people in a busy environment
- Be IT literate
- Have demonstrated willingness and ability to work with colleagues outside of the immediate Health Centre environment for health promotion and enhancement
- 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.
- Refer students to relevant external services when required
- Take full responsibility for the medical care of the student when the GP is not present
- 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 and other relevant clinics at intervals for the student population

### **Health Education:**

- Provide health awareness information to promote a healthy lifestyle
- Maintain effective liaison with external health-related associations, such as the Health Promotion Unit, to promote health strategies on campus reflecting current health issues
- Provide a family planning advisory service, emergency contraceptive advice and an STI advisory service
- Managing distressed young people and be able to direct towards appropriate supports within the service and externally if necessary
- Co-ordinate awareness campaigns relating to epidemic and notifiable diseases
- 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 staff and manage the workload of this staff member
- Provide up-to-date and accurate information on local medical facilities and services, including local chemists and community-based services

**Closing Date:** 18<sup>th</sup> July 2019

**Salary scale:** \*€47,386 - €57,099

*\*Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the relevant salary scale in line with current Government pay policy.*

**Informal enquiries:** Informal enquiries may be addressed to Head Nurse Jessie Byrne, Student Support & Development Dublin City University, Dublin 9, Ireland. E-mail: [Jessie.byrne@dcu.ie](mailto:Jessie.byrne@dcu.ie) Tel: +353 (0)1 700 5766

*Please do not send applications to this email address, instead apply as described below.*

**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](mailto:hr.applications@dcu.ie).

**Along with the application form, please submit a brief CV and cover letter. Please clearly state the role that you are applying for in your application and email subject line: Job Reference Ref #BC0902A, Student Health Centre Nurse, Student Support & Development.**

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