



## **JOB DESCRIPTION**

**JOB TITLE:** School nurse

**REPORTING TO:** Deputy Chief Executive Officer Medical

**ACCOUNTABLE TO:** Deputy Chief Executive Officer Medical

**JOB PURPOSE:** The school health nurse is based at the two Calcutta Rescue Schools and works with the staff of schools and clinics to ensure that students have their medical needs addressed.

### **BACKGROUND:**

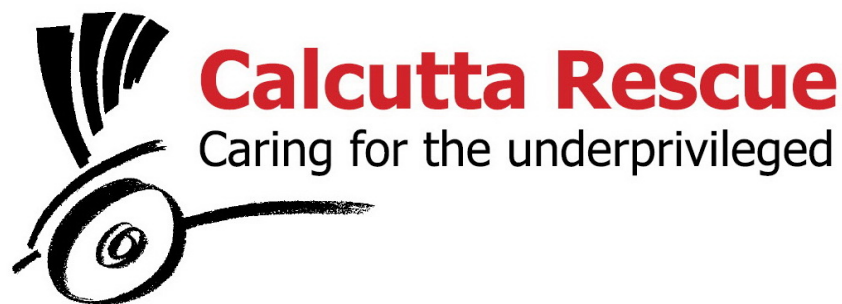
The school screening program run in both Nr 10 and Talapark Schools includes screening of the children under 12 years of age to identify any health issues, parasitic infections, dental and eye problems, ensuring their vaccinations are up-to-date and referring children for appropriate medical care to Talapark clinic if required. The school nurse will assist the school doctor/volunteer during the screenings and she/he will have a leading role in monitoring and following-up children, who are on a special diet and/or receive iron supplement therapy. The role also includes monitoring the outcomes of our programmes on the computer so that the impact of the service can be measured. The school nurse is required to attend the schools in morning time till average 2 pm and complete PC work, administrative work and meetings in the afternoon.

### **Tasks and responsibilities**

- The school nurse will assist the school doctor/volunteer during the biannual health screenings of children in both Calcutta Rescue schools and if necessary help the medical room assistants with their duties.
- Ensure that children are promptly referred for medical review/ consultations if there are concerns about their health and if necessary follow-up on children.
- Follow protocol for suspected cases of child abuse and neglect
- Supervise the Special Diet and Iron Supplement Program, monitor the condition of underweight and anaemic children and ensure nutritional supplements and medications are administered. Follow-up on children in regular intervals, refer children to counsellor, social worker or CR doctors if necessary and make sure existing guidelines are being followed.

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- Ensure parents/ carers receive appropriate education to enable them to support the health of the child and evaluate each program by collecting data for continuing statistical monitoring.
- Update handwritten and digital health records (medical records are digitalized with Microsoft Excel, WHO Anthroplus App and SNAP Software)
  - Supervise and support medical room assistants, maintain motivation, encourage good performance.
  - Ensure equipment, used in the screening, is working, maintained and sterilized if needed, correctly.
  - Identify staff training needs and participate in training where appropriate.
  - Liaise with Health Education Supervisor to monitor and improve health education.
  - Supervise the collection of monthly statistics. Evaluate and analyse as required.
  - Attendance at monthly OpCom meeting in the school
  - Maintain high standards of professional practice and competence in line with nursing code of conduct or relevant professional body and local health authorities.

#### **Desirable Qualifications / Experience / Skills**

- Qualified nurse or community health worker with a minimum of one-year nursing experience, preferably in paediatrics
- Knowledge of Bengali and Hindi
- Good spoken and written English skills, as well as medical English
- Good organizational and communication skills
- Basic Computer skills and willingness to work on the computer
- High degree of own initiative, engagement and independent working
- Willing attitude to be part of the school team and to act as a liaison between the school and medical team.
- Self-motivated, enthusiastic, resourceful, co-operative, friendly and willing to accept responsibility
- Ability/Willingness to participate in ongoing professional and staff development

Eligible candidates may apply to [subhashis@calcuttarecue.org](mailto:subhashis@calcuttarecue.org).

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