



## **JOB DESCRIPTION**

### **VOLUNTEER SCHOOL HEALTH NURSE**

The volunteer 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.

#### **Summary**

A 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. She/he will have a leading role in monitoring the children, who are in the special diet program. The role also includes teaching health education to staff within schools, as also monitoring the outcomes in 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 volunteer will see all children within Calcutta Rescue Schools and undertake a thorough examination in line with the screening protocols.
- Ensure that children are promptly referred for medical review/ consultation, if there are concerns about their health.
- Supervise Special Diet Program, ensuring proper care and monitoring of the condition of underweight children. Ensure nutritional supplements and medications are administered. Children who fail to gain weight are referred correctly to CR doctors and parents/ carers receive appropriate education to enable them to support the health of the child.
- Administer Vit A and deworming treatment to children during screening and advise treatment for scabies and lice if required.

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**WB Societies Reg No: S/67495/91-92; FCRA Reg No: 147120588**

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- Update computer records like screening, visit to doctor and BMI record of children.
- Supervise and support staff, maintain motivation, encourage good performance.
- 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 analyze as required.
- Assist the MAC (medical audit committee) with improve working practices and updating protocols assess and evaluate each program by collecting data for continuing statistical monitoring.
- Ensure equipment, used in the screening, is working, maintained and sterilized if needed, correctly.
- Establish contact with and visit other health organizations where appropriate.
- Contribute cohesive reports for Support Groups.
- Attendance at meetings: Volunteer meeting, MAC, Doctors meeting.
- Work alongside other volunteers on a rota basis at the weekly Fairtrade Handicraft stall at Fairlawn Hotel, operated by Calcutta Rescue.
- Maintain high standards of professional practice and competence in line with nursing code of conduct or relevant professional body and local health authorities.

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

#### **a) Essential**

- Qualified nurse
- Good spoken and written English skills, as well as medical and business English
- Good organizational and communication skills
- Computer skills (Microsoft Word, Power Point and Excel)
- Flexibility – this role can involve new activities and new roles/adaption to the environment in a developing country requires a high degree of flexibility
- High degree of own initiative, engagement and independent working

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- Ability to work with others in a multicultural team
- Self-motivated, enthusiastic, resourceful, able to self-reflect on experiences, co-operative, friendly and willing to accept responsibility

b) **Desirable**

- Previous work in a developing country
- Knowledge of Bengali/ Hindi
- Creativity

**Updated by Dr. Ghosh on 30.08.2016**

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