



## JOB DESCRIPTION

### Nurse

**JOB TITLE:** Nurse

**REPORTING TO:** Resident Medical Officer

**PURPOSE OF THE JOB:**

The nurse will be at the front line of patient care for Woodstock students in the school's Health Center. She/he will collaborate with the school's Resident Medical Officer to actively evaluate and monitor health related issues in the school community.

**DUTIES AND RESPONSIBILITIES:**

- Carrying out day to day nursing duties in the Health Center under directions from the school's Resident Medical Officer (including student COVID-19 care center).
- Collaborate in establishing patient goals and evaluate progress to ensure effective outcomes.
- Chaperoning students and staff to medical consultations outside the school campus as required during off duty hours as advised by the Resident Medical Officer.
- Building effective relationships with colleagues, students, and staff in a compassionate and empathetic way.
- Attending all staff meetings and in-service training sessions.
- Being reliable, consistent, honest, and work as an effective team member in providing nursing care to the Woodstock community.

**SKILLS REQUIRED:**

Efficient nursing and medical skills that include:

- Being able to monitor the vital signs of the patient (pulse, temperature, blood pressure, dilatation of the eyes etc.,).
- Basic knowledge of emergency medications and salts corresponding to the symptoms.
- Being able to administer intramuscular, intravenous, inter-cutaneous injectable.
- Being able to administer and monitor Cannula, IV fluids.
- Basic knowledge of CPR mandatory.
- Being able to handle a CPR procedure independently.
- Self-awareness of infections and communicable diseases.

**QUALIFICATIONS REQUIRED:**

- Minimum General Nursing and Midwifery (GNM). Preferred B.Sc. Post basic; Or experience as pharmacist or paramedical personnel.
  - Experience working in a Boarding school will be highly preferred.
  - Registration Certificate from the concerned Council in Uttarakhand is preferred.
  - More than 3 years of experience required.
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# Woodstock School

## **WORKING HOURS:**

- It is a requirement of the post to work flexibly including evenings, overnights, weekends, holiday activities, trips, and expeditions.
- Work 6 days per week, which will include Saturdays and Sundays, where necessary.  
Days off (and part days off) will be flexible and determined through Resident Medical Officer.

***NOTE: Candidates must be prepared to participate with energy and enthusiasm in all aspects of life in a busy residential school, including pastoral care and the extra-curricular programme. Strong preference will be given to candidates enthusiastic about the possibility of taking on residential responsibilities in addition to their specific roles.***

## **APPLICATION DEADLINE:**

Applications will be reviewed on a rolling basis.

## **HIRING PROCESS:**

Interested applicants should apply through <https://my.hirehive.io/woodstock-school>  
Shortlisted candidates will be interviewed by the hiring committee via Zoom/Microsoft Teams.

## **JOINING DATE:**

At the earliest.