



## VACANCY

### SCHOOL NURSE

Bishop Mackenzie International School – BMIS, is the only IB World School in Malawi. BMIS educates and inspires students to value integrity, cultural diversity, and the pursuit of well-being and excellence. Our school fosters an environment which empowers students to become creative, confident lifelong learners ready to take action in the local and global communities. BMIS is seeking to recruit an experienced Nurse. The goal of this position is to facilitate the educational process by improving and protecting the health status of children and to focus nursing services on the prevention of illness and disability, and the early detection and correction of health problems.

**REPORTS TO:** Director of Student Services

**SUPERVISES:** Clinic Attendant

### KEY RESPONSIBILITIES

#### Administrative

- Create, maintain, and update medical records for individual students
- Help develop/revise school health policies, procedures and standing orders
- Participate in the preparation of the school health budget for school health services and supplies
- Help review, revise and implement emergency procedures, including in-service and safety programs for personnel
- Set up and maintain a sick room with first aid provision
- Provide first aid travel kits for various areas of the school
- Coordinate medical examinations in conjunction with (a) Primary/Secondary Principals and Personal Assistants, (b) Other health care professionals (e.g., dentists)
- Advise parents on vaccination status
- Forward student sick forms to teachers and parents
- Set up a daily log to list those students who visit the nurse's office, or need special attention

#### Routine Health Assessments

- Annually obtain a health and developmental history of each student by examining the height, weight, eyesight and hearing, and evaluate findings for deficits in vision, hearing, growth, etc
- Observe students for developmental and health patterns in making a nursing assessment and nursing diagnosis
- Periodically carry out head lice checks
- Inform parents in writing of any problems identified, advising referral to family doctor or optometrist for intervention, remediation, and follow through





## Curriculum and Guidance

- Assist teaching staff in the development of the PHSE program
- Meet with teaching staff to acquaint them with the health program, health services offered and classroom emergency procedures for first aid

## PERSON SPECIFICATION

Applicants for this role should also be able to demonstrate the following qualities and skills:

- Registered with the Nurses Council of Malawi.
- Highly organized, efficient and Computer literate.
- Good communication skills both verbal and written.
- Able to deal calmly and effectively with high-stress situations.
- Proactive individual, capable of prioritizing and using initiatives to improve processes.
- High level of Integrity, honest and ethical.

## MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor of Science Nursing / Bachelor of Science in Child Health Nursing or a related field, obtained from a reputable University or College.
- At least five years of progressive experience in Nursing.
- Experience in pediatrics is essential.

Interested candidates who meet the above minimum requirements, please submit your application with a detailed CV, three traceable referees and copies of your qualifications addressed to: The Director, through the following e-mail address: [director@bmis.mw](mailto:director@bmis.mw). Deadline for receipt of applications is Wednesday 4<sup>th</sup> may.

Only shortlisted candidates will be acknowledged.

