

## **POSITION DESCRIPTION**

### **School Nurse – Part Time**

#### **Hours:**

- (Days to be negotiated) 8.00am and 3.30pm -Term time only
- Flexibility to be available for leave for other Nurse
- Break times to be taken outside of student breaks

#### **Lines of Functional Accountability:**

- Head of Guidance
- AP with responsibility for Guidance
- Executive Officer (HR matters only)
- The Principal.

#### **Agreement:**

- Support Staff in Schools Collective agreement Grade D range of rates

#### **Demonstrable Knowledge/ Experience**

- Excellent organisational skills;
- Appropriate and effective communication skills
- The ability to work autonomously and within a team
- The ability to deal with tasks according to their priority and deadline and in respect to the workload; and
- A high level of accuracy and meticulous attention to detail when dealing with data.

#### **Core Competencies**

##### **Participating and contributing – demonstrating the ability to respond appropriately as a group member and make connections to others.**

- Supports and models the school's values
- Adheres to the Rangitoto College Board of Trustees Policies
- Supports and assists students
- Does what is right and takes responsibility for own actions
- Be qualified as a NZ registered nurse with a current practising certificate
- Hold a current first aid certificate
- Be ACC registered
- have previous experience working in a medical environment
- Be proficient with Microsoft Word and data base software
- Have a good command of written and spoken English

#### **Job Purpose**

The primary purpose of this position is to provide a high quality health service which is efficient and responsive to the school environment and meet the needs of the school community.

#### **Amendment**

The employer and the employee both acknowledge that this job description may need to be amended from time to time during the currency of the agreement to which it is a schedule, so as to better reflect the nature of the position or the requirements of the school.

**Personal Attributes- Maintain a professional attitude in all aspects of the role.**

- To maintain complete confidentiality;
- To be friendly, patient, mature and professional;
- To have a good standard of presentation;
- To have the ability to empathise with others;
- To have the ability and experience necessary to use judgement to solve problems;
- To be flexible and willing to go 'the extra mile';
- Microsoft Office and Email – intermediate level; Accurate keyboard skills ;
- Excellent verbal, written and interpersonal skills;

**Service Delivery**

Key tasks	The key tasks and responsibilities for the position are listed below
Health Centre Management	<ul style="list-style-type: none"> <li>➤ the school nurse will utilise a systematic approach of assessment, planning, provision and evaluation of care</li> <li>➤ the school nurse will work collaboratively with other health professionals, guidance, deans, deputy principals and other staff</li> <li>➤ the school nurse will work collaboratively with parents, caregivers, whanau and outside health professionals as necessary</li> <li>➤ this collaboration is undertaken within the confines of ethical and privacy standards</li> </ul>
Day to Day Care of Students and Staff	<ul style="list-style-type: none"> <li>➤ administer first aid and immediate care to students and staff in the event of injury and sickness during school hours</li> <li>➤ recommend an appropriate course of action for any ongoing health needs as they arise</li> <li>➤ contact clients caregivers as necessary</li> <li>➤ facilitate referral to outside school health professionals as necessary</li> <li>➤ facilitate referral to other professional disciplines within the school environment as necessary</li> <li>➤ monitor and provide assistance to clients with special needs</li> <li>➤ ensure that the client's right to confidentiality are maintained</li> </ul>
Record Keeping	<ul style="list-style-type: none"> <li>➤ manage the maintaining of all records of treatments provided within the health centre that includes</li> <li>➤ ensuring a health information form is filed for each student enrolled in the school</li> <li>➤ the provision and maintaining of a record of health information for staff</li> <li>➤ accurately document all treatments provided for each client</li> <li>➤ monitoring the school accident register, submit the necessary OSH documentation as required and complete ACC forms for treatments covered under the health centres provider service</li> <li>➤ ensure confidentiality of these records at all times</li> </ul>

Promotion of Safety	<ul style="list-style-type: none"> <li>➤ promote and maintain safety awareness within the school environment</li> <li>➤ provide safekeeping of medicines held within the Health Centre</li> <li>➤ prepare first aid kits for sports teams, out of school education experiences</li> <li>➤ complete the necessary documentation for accidents within the school grounds, provide this information to the property manager and the deputy principal.</li> <li>➤ provide health information as required for the establishment of policies relating to <ul style="list-style-type: none"> <li>○ infection control standards</li> <li>○ potential illnesses that could impact on a large number of students /staff</li> </ul> </li> </ul>
Health Education Programmes	<ul style="list-style-type: none"> <li>➤ teach in the sexual safety programme as required</li> <li>➤ support health initiatives for staff and students as they are recommended through the public health department e.g: immunisations</li> <li>➤ participate in health education for staff</li> </ul>
Professional Development	<ul style="list-style-type: none"> <li>➤ actively participate in the Northern School Nurses Cluster group meetings monthly</li> <li>➤ attend appropriate courses and seminars in order to maintain practising certificate requirements</li> <li>➤ participate in peer review provide exemplars of treatment for supervisory requirements</li> <li>➤ participate in annual appraisal for the Administrator – Health Centre and report results to the HOD Guidance</li> </ul>
General	<ul style="list-style-type: none"> <li>➤ hygienically maintain the health centre and all equipment</li> <li>➤ maintain adequate stocks of medical supplies</li> <li>➤ maintain expenditure within the authorised budget</li> <li>➤ be a member of the emergency team in event of evacuation</li> <li>➤ participate in the Health and Safety organisation within the school</li> <li>➤ participate in the pandemic control steering committee</li> <li>➤</li> </ul>

Signed \_\_\_\_\_  
**Director of Human Resources**

**Date** \_\_\_\_\_

Signed \_\_\_\_\_  
**School Nurse**

**Date** \_\_\_\_\_