



Hours:	Permanent Part Time 35 hours per week (8:30 AM – 4.00 PM), Term Time Only Individual Employment Agreement
Reporting lines:	Head of Guidance Associate Principal (with responsibility for Health/Pastoral) Principal

The employer and the employee both acknowledge that this job description may need to be amended from time to time to better reflect the nature of the position or the requirements of the Rangitoto College School Board.

Purpose of the Position:

To provide expert clinical leadership and governance for the Rangitoto College Health Centre. The Lead RN is responsible for shifting the health service into a high-performance clinical model, ensuring safe and efficient triage, and providing professional oversight for the nursing team. This role holds the clinical accountability for medical protocols and health centre operations, ensuring they are managed by a registered medical professional.

Clinical Leadership & Governance

- Establish and maintain a high-performance clinical governance model for the Health Centre.
- Take primary accountabilities for all medical protocols and clinical decision-making, ensuring these reside with medical leadership.
- Create, audit, and update Health Centre policies and procedures to ensure compliance with Rangitoto School Board, Nursing Council of NZ (NCNZ), and Medsafe standards.
- Maintain and negotiate Medication Standing Orders with a designated General Practitioner.

Advanced Triage & Clinical Care

- Model and lead a fast-triage ethos, especially during peak times, to ensure student safety while maximizing classroom attendance.
- Provide expert assessment and immediate care for students and staff in the event of injury or illness.
- Act as the final point of clinical escalation for the nursing team for complex triage decisions.
- Communicate effectively with caregivers regarding a student's clinical care and status.

Team Leadership & Development

- Lead and manage the Health Centre nursing team (3 x RNs).
- Mentor and upskill the team in advanced triage techniques and clinical best practices.
- Proactively manage team dynamics to foster a unified, professional, and high-functioning environment.
- Conduct annual performance reviews and professional development planning for the nursing staff.

Revenue & Resource

- Oversee meticulous ACC documentation to meet audit standards and explore "Treat and Refer" reimbursement pathways.
- Lead audits and applications for the School High Health Needs Fund (SHHNF) to secure funding for Health Assistants for students with chronic conditions (e.g., Type 1 Diabetes, Epilepsy).
- Manage Health Centre expenditure within the authorized budget.

Record Keeping & Information Management

- Manage the maintenance of all clinical records, ensuring accuracy and confidentiality in line with ethical and privacy standards.
- Oversee the processing of health information for all enrolled students.
- Monitor the school accident register and submit required Health and Safety documentation.

External Relations & Liaison

- Act as the primary medical liaison for the HOD Guidance.
- Serve as the primary negotiator with the local Primary Health Organisation (PHO) for initiatives such as Health Improvement Practitioner (HIP) placement.
- Apply for external subsidies, such as the Health NZ Graduate Entry Subsidy, to optimize staffing resources.

Promotion of Safety

- Promote and maintain safety awareness within the school environment
- Provide safekeeping of medicines held within the Health Centre
- Prepare first aid kits for sports teams, out of school education experiences
- Complete the necessary documentation for accidents within the school grounds, provide this information to the property manager and the deputy principal.
- Provide health information as required for the establishment of policies relating to
 - Infection control standards
 - Potential illnesses that could impact on a large number of students /staff

Health Education Programmes

- Teach in the sexual safety programme as required
- Support health initiatives for staff and students as they are recommended through the public health department e.g: immunisations
- Participate in health education for staff

Professional Development

- Maintain current New Zealand Nursing Registration and Annual Practising Certificate.
- Attend relevant courses and seminars to stay current with youth health and triage practices.
- Participate in clinical supervision to support professional wellness and safety.

Personal Attributes, Skills, and Experience

- Clinical Expertise: Significant experience in a secondary school, emergency, or high-volume primary care setting.
- Leadership: Ability to lead a team, make tough clinical calls under pressure, and manage staff performance.
- Policy Mindset: Sharp eye for policy development and clinical auditing.
- Relationship Focus: Ability to work seamlessly with Guidance, Careers, and Senior Leadership.
- Communication: Excellent verbal and written skills, with the maturity to handle sensitive caregivers and difficult team dynamics.

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 Team Lead - Registered Nurse
 (NAME)

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 Date

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 Director of Human Resources
 (Pam Watson)

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 Date