



Secondary School Nurse

Job Description

Position: Secondary School Nurse

Responsible to: Head of Wellbeing

Key relationships: Students, Head of Wellbeing, Deputy Principal for Pastoral Care, Pastoral Care Team, School Business Manager, External Health Providers, Staff.

Name:

Purpose of position:

To meet the needs of school students using contemporary nursing care which is safe, appropriate and effective. Nursing Care provided to students is based on comprehensive assessment, ensures continuity, and is patient/consumer centred, culturally sensitive and evidence based.

This will be achieved by the provision of onsite health services and will incorporate:

- The provision of health services to all students within nursing scope of practice.
- Comprehensive holistic health assessments of students, including targeted year 9 assessments, and co-ordinating appropriate follow up for all students seen at the Health Centre.
- Supporting the delivery of health services to students by other health professionals.
- Supporting students to take responsibility for their own health care and to promote the appropriate use of health services.

School Based Registered Nurse Scope of Practice:

Secondary school based registered nurses utilise nursing knowledge and complex nursing judgement to assess health needs and provide care, and to advise and support people to manage their health. They practise independently and in collaboration with other health professionals, perform general nursing functions and delegate to and direct enrolled nurses, first aiders and others. They provide comprehensive nursing assessments to develop, implement, and evaluate an integrated plan of health care, and provide nursing interventions that require substantial scientific and professional knowledge and skills. Care provided in school by secondary school based registered nurses is delivered in partnership with individuals, families, whanau and communities.

KEY ACCOUNTABILITIES

Management of Nursing Care:	
• Ensure informed consent is obtained for all nursing assessments, interventions and care provided, in accordance with professional, legal and organisational requirements. • Undertake holistic health assessments of year 9 students and opportunistic assessments of other students with identified or emerging high health needs. • Apply advanced nursing knowledge, clinical skills and professional judgement to assess, plan, implement and evaluate care in response to student health needs. • Provide safe, responsive and evidence-based nursing care to students, staff and visitors, with a focus on achieving optimal health outcomes. • Provide health education, information and advice to students, families and whānau to promote health literacy, informed decision-making and effective engagement with health services. • Refer students to appropriate health, school and social services, and ensure timely follow-up and continuity of care. • Provide culturally safe and inclusive nursing services and resources that respect the values, beliefs, identities and diversity of students, families and whānau. • Demonstrate knowledge and understanding of adolescent development and health needs, and respond appropriately to the unique physical, emotional, social and developmental needs of young people. • Coordinate and facilitate appropriate external health services and health promotion programmes to be delivered onsite, in consultation with school leadership and in response to identified student health needs. • Develop and maintain effective referral pathways with primary care and relevant youth health, mental health and social services to support integrated and coordinated care for students. • Maintain accurate, timely, contemporaneous and confidential clinical documentation of student assessments, clinical findings, interventions, referrals, follow-up and decisions regarding care. • Apply critical reasoning and professional judgement to nursing practice issues/decisions and seek help when unsure.	

Management of nursing care:	
Key Result Areas	Expected Outcomes
Urgent Response To identify and provide appropriate treatment for students' illnesses and staff who become unwell at work. To identify injuries requiring first-aid attention / medical attention and ensure such injuries are dealt with promptly and professionally.	Ensure provision of professional nursing-based care to unwell students and staff that require support. Ensure prompt referral to medical care for injuries/illnesses outside nurses' scope of practice. Maintain professional referral documentation. Ensure parental understanding of nursing treatment provided to students, and parental follow up responsibilities. Ensure identification, prompt treatment and reporting of issues affecting student and staff health and safety.
Confidentiality To maintain confidentiality of all student and staff health issues. Where safety concerns arise, to escalate these appropriately, keeping these confined only to those who need to know.	Ensure confidential health records of students and staff are maintained and the confidentiality policy is adhered to. Maintain an up-to-date confidential folder of known staff medical conditions.

Chronic Care To provide ongoing nursing support to students with suspected or known chronic care conditions. To provide health assessments / clearance for students. To administer medications in accordance with Medical Practitioner specifications.	Carry out health screening for identified students (i.e. Asthma, Blood Glucose Monitoring, Weight tracking, Blood Pressure Monitoring) and maintain/update school care plans. Create and or maintain/update care plans for students with chronic conditions. Ensure students receive medication in a timely manner and complete all relevant documentation. Develop and maintain medication management guidelines and school controlled drug policy. Ensure student medication is stored securely and correctly in the Health Clinic in line with medication management guideline and school controlled drug policy.
Additional Health Service Support Be available to assist as required at the yearly Blood Bank visit and Dental Van visit.	Assist unwell students and staff if needed post Blood Bank visits and students post Dental Van visit.
Anaphylaxis To identify students with known Anaphylaxis.	Ensure staff are aware of students with known anaphylaxis and provide training to staff on how to manage any suspected or confirmed anaphylaxis in emergency situations.
Health Education To provide appropriate health education to students and staff.	Support the delivery of Health Education in Schools alongside other health providers'/school staff. Provide specific health promotion education to individual students visiting the health centre relevant to their presenting issues. Provide students and their families with written health information in a variety of languages. Provide written handouts and teaching sessions to staff on first aid management of asthma, epilepsy, diabetes and unconsciousness.
Safety Checks To provide functional medical equipment in the Health Clinic.	Weekly checking of A.E.D's in school and maintain an audit log of these checks. Notify School Business Manager of any issues/replacements required.
School Excursions and Camps Liaison with EOTC TIC regarding health issues for EOTC.	Provide students Action Plans for Diabetes, Asthma and Anaphylaxis for students going on EOTC. Consult with EOTC (Education outside the classroom) TIC (teacher in charge) on Health and Safety issues.
Infection Response To identify students who require greater assistance due to their health issues.	Review immunosuppressed students in the event of the Auckland Regional Public Health Service informing the College of a confirmed case of infectious illness. To liaise with Senior Leadership on informing students, families and staff of a confirmed case of an infectious illness.
Collaborative Student Wellbeing Practice Liaise with the Wellbeing Team and Senior Leadership Team regarding student health issues. Provide confidential referral of	Escalate poor mental health for students to pastoral care team following identification. Counsellors to provide counselling and/or refer to adolescent mental health agencies as appropriate. Provide and manage the physical health needs of students who are being seen by the School Guidance team as requested.

students with mental health issues to the Guidance Team.	Assist with referrals for disclosures of physical and sexual abuse to police and Oranga Tamariki.
ACC Oversee ACC administration.	Ensure all ACC forms and documents are completed, and all claims sent to ACC. Attend to ACC related cases and follow up as required.
Physio Liaise with Physio regarding clients.	Identify students requiring Physio and refer to school Physio as required. Manage Booking system for Physio. Ensure Physio staff are kept up to date regarding relevant health issues.
Health and Safety Committee Attend Health and Safety committee meetings. Escalate Hazards and risks to the Health and Safety committee.	Offer guidance on health matters. Provide de-identified narratives of student injury to the Health and Safety committee to address hazards and risks in a timely manner. Provide a report of injuries for review by Health and Safety Committee. Provide notification to Head of Wellbeing, Deputy Principal-Pastoral of any notifiable diseases or significant medical trends.
Other Tasks	Complete other task/project related goals and objectives as delegated by and agreed with your Manager/Head of Wellbeing. Register new enrolments with medical conditions. Take part in Professional Growth Cycle. Liaise with local pharmacies. Take stock of medications/resources in health centre and make sure all medication are always updated. Work closely with Medical Assistant. Attend regular meetings with HOF Wellbeing.

Interpersonal Relationships:	
• Work in collaboration with student support services, such as HOF Wellbeing, guidance counsellors and social workers, student health council, families/whānau and external health and social agencies to co-ordinate with the Head of Wellbeing to meet student health and social needs. • Work closely with staff to identify and assist students with health concerns. • Encourage active participation of students in relation to health care and prevention activities. • Provide ongoing communication with the school and wider local community to help raise student and parent awareness of services available and how to access them. • Work with school initiatives that promote youth development and youth supportive philosophy e.g. Restorative Justice, Drug Free Contracts, Smokefree Cessation and Social and Emotional Learning programmes (SEL). • Establish effective relationships and ongoing liaison with appropriate health and social services e.g. Public Health nurse.	

Interprofessional Healthcare and Quality Improvement:

- Evaluate the effectiveness, efficiency and safety of clinical practice.
- Participate in the implementation of nursing models of care appropriate to youth health needs.
- Assist in the revision and development of best practice clinical standards / guidelines / policies that are research based and facilitate clinical audit processes.
- Demonstrate commitment to quality improvements, risk management and resource utilisation.
- Collect statistical information and evaluation from students, parents, communities, and staff to help identify health needs and enable review and update of health care provided.
- Participate in case review and debriefing activities as required, including attending monthly nursing cluster meetings.
- Identify situations of clinical risk and take appropriate actions to ensure a safe environment for students, families/whānau and staff.
- Record keeping on KAMAR is accurate and reports are provided as required.
- Participate in health projects and national initiatives as appropriate

Professional Responsibility:

- Practice in accordance with legal, ethical, culturally safe and professional standards, including the Privacy Act, Medicines Act and Regulations, Health Practitioners Competence Assurance Act 2003 and the Contraception, Sterilisation and Abortion Act 1977, Care of Children Act 2004, Code of Health and Disability Services Consumer Rights (1996).
- Develop specialist skills and knowledge in youth health including undertaking appropriate post graduate study.
- Pro-actively participates in own performance development and review.
- Attend training and clinical supervision sessions to maintain competencies.
- Complete regular CPR and first aid updates.
- Work toward endorsement with the NCNZ to give Emergency Contraceptive Pill.
- Attend educational opportunities/conferences relevant to secondary school nursing role and working with young people.
- Foster inquiry and critical thinking amongst colleagues to advance nursing practice and patient/client care.
- Participate in peer review/feedback.

RELATIONSHIPS

External	Internal	Committees/Groups
- Primary health care providers - Professional bodies and associations - Referral services (including mental health, sexual health, oral health, maternity services, disability services) - Iwi and Māori services - Pacific services - Other health and social support agencies including General Practices and PHO - Consumer advocates and agencies e.g. Youth Law	- Head of Wellbeing - Students at the school - Parents, caregivers, whanau - School management team - Pastoral care team - Student support team and teachers - Board of Trustees - Student councils and groups	- Monthly nursing meetings - Regional and local networks of secondary school and youth health service providers - Wellbeing working group

PERSON SPECIFICATIONS:

	Essential	Desired
Education and Qualification	- Registration with Nursing Council of New Zealand and evidence that they are competent to practice within the Registered Nurse scope of practice. - Current First Aid certificate including CPR. - Computer skills - Experience working with Microsoft Office and database systems.	- Postgraduate certificate / diploma in youth health or willing to work toward an appropriate post graduate qualification. - Nursing Council ECP Endorsement. - Proficient or Expert level Portfolio/PDRP.
Experience/Knowledge	- Knowledge of Nursing Code of Conduct, and legislative requirements. - Knowledge and understanding of the Treaty of Waitangi and implications in nursing practice. - Experience working with people from a variety of cultural backgrounds and an understanding of Māori and Pacific cultures and beliefs. - Evidence of advanced level of clinical skills, competency and leadership demonstrated in professional portfolio. - Knowledge of quality improvement processes and principles. - Knowledge of health service provision / services.	- Experience working with young people in a community setting. - Research skills including data analysis and critical appraisal skills and clinical audit. - Previous experience as a senior level nurse in a clinical or nursing management role. - Strategic planning and policy development skills. - Understanding of government health policy. - Experience in Health

	• Knowledge of nursing professional development issues. • Understanding of the importance of confidentiality and advocacy.	Promotion.
Personal Attributes	• Ability to work and contribute to a team environment and goals. • Flexibility, being able to vary tasks and adapt to a range of situations. • Effective time management, being able to plan and prioritise tasks to complete within agreed timeframes. • High professional and personal standards with quality output of work. • Self-motivated with ability to demonstrate own initiative. • Accuracy and attention to detail. • Excellent communication skills both verbal and written. • Approachable and friendly manner. • An interest and respect for working with young people. • Strong organisational skills, able to manage conflicting priorities. • Self-confidence and the ability to work with internal and external clients and organisations. • Is proactive and displays initiative. • Reliable. • Non- judgemental, empathetic. • Able to work as an autonomous practitioner in a multidisciplinary team. • Is able to work with others, to draw together a range of perspectives. • Sets high personal standards and strives to achieve stretching goals. • Displays drive and energy and persists in overcoming obstacles. • Expresses information effectively, both orally and in writing, adjusts language and style to the recipients and considers their frame of reference.	

	• Actively listens, drawing out information and checking understanding. • Empathises with others and considers their needs and feelings.	
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Job Description Approved By:

Signed: _____ [name] Date: _____

Signed: _____ CJ Healey, Principal Date: _____

NOTE: This job description is intended to focus on the important tasks and responsibilities of the school nurse. This job description is not intended to be restrictive nor limit the tasks and responsibilities to only those described above.