



## Secondary School Nurse

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### Job Description

**Position:** Secondary School Nurse

**Responsible to:** Head of Wellbeing

**Key relationships:** Head of Wellbeing, Deputy Principal for Pastoral Care

**Name:** \_\_\_\_\_

#### Purpose of position:

To meet the needs of school students using contemporary nursing care which is safe, appropriate and effective. The care 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:

- a comprehensive holistic health assessment of all year 9 students and co-ordinating appropriate follow-up
- the provision of health services to all students within nursing scope of practice
- referral to health and social agencies for appropriate health and social interventions
- 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. This occurs in a range of settings in partnership with individuals, families, whanau and communities. Registered nurses may practise in a variety of clinical contexts depending on their educational preparation and practice experience. Registered nurses may also use this expertise to manage, teach, evaluate and research nursing practice. There will be conditions placed on the scope of practice of some registered nurses according to their qualifications or experience limiting them to a specific area of practice. (Adapted from Nursing Council of New Zealand, 2004)

## KEY ACCOUNTABILITIES

Management of nursing care:
<ul style="list-style-type: none"> <li>• obtain consent for delivering health services within nursing scope of practice</li> <li>• carry out holistic health assessments on year 9 students and opportunistic assessments of other high need students</li> <li>• use advanced nursing knowledge and skills to assess, plan, implement and evaluate student health needs</li> <li>• provide direct nursing care for students, staff and visitors to achieve best health outcomes</li> <li>• educate and provide information to students / family / whanau to improve their knowledge of health services</li> <li>• refer students to appropriate health, school and social services and ensure they receive appropriate follow up</li> <li>• provide services and resources that are culturally sensitive and respectful of family values and diversity</li> <li>• address the unique adolescent needs of young people with complex health concerns and chronic illnesses and disabilities</li> <li>• facilitate the development of onsite health services to meet student health needs e.g. mental health, oral health, sexual health, drug and alcohol, healthy eating / healthy exercise</li> <li>• contribute to the development of integrated service delivery across the continuum of care; linking young people into primary care and other relevant youth health and social services using referral systems</li> <li>• accurately document assessment of student’s health status, diagnosis and decisions made regarding interventions and referrals or follow-up</li> <li>• apply critical reasoning and professional judgement to nursing practice issues/decisions</li> <li>• role model culturally safe nursing practice</li> </ul>

Management of nursing care:	
Key Result Areas	Expected Outcomes
<p>To identify and provide appropriate treatment for students’ illnesses and staff who become unwell at work</p> <p>To identify injuries requiring first-aid attention / medical attention and ensure such injuries are dealt with promptly and professionally</p>	<p>Ensure provision of professional nursing-based care to unwell students and staff.</p> <p>Ensure prompt referral to medical care for injuries/illnesses outside nurses’ scope of practice. Provide professional referral notes.</p> <p>Ensure parental understanding of nursing treatment and parental follow up responsibilities.</p> <p>Ensure detection, prompt treatment and reporting of issues affecting student and staff health and safety.</p>
<p>To maintain confidentiality of all student and staff health issues, unless they fall within the 3 harms</p>	<p>Ensure confidential health records of students and staff are maintained and the confidentiality policy is adhered to.</p> <p>Maintain an up-to-date confidential folder of staff medical conditions.</p>

To provide ongoing nursing support to students when asked by outside health services	Carry out screening for identified students (i.e. Asthma, Blood Glucose Monitoring, Weight tracking, Blood Pressure Monitoring).
To provide health assessments / clearance for students	Ensure students receive medication in a timely manner and complete all relevant documentation.
To administer medications in accordance with Medical Practitioner specifications	Ensure student medication is stored securely and correctly in the Health Clinic.
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.
To identify students with known Anaphylaxis	Ensure staff are aware of these students and provide training to staff on how to manage these students in an emergency.
To provide appropriate health education to students and staff	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 unconscious patient.
To provide functional medical equipment in the Health Clinic	Weekly checking of A.E.D's
Liaison with EOTC TIC regarding health issues for EOTC	Provide students Action Plans for Diabetes, Asthma and Anaphylaxis.  Consult with EOTC Tic on Health and Safety issues.
To identify students who require greater assistance due to their health issues	To ensure immunosuppressed students have been contacted by Health Clinic staff 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.
Liaise with the Wellbeing Team and Senior Leadership Team regarding student health issues  Provide confidential referral of students with mental health issues to the Guidance Team	Counsellors to provide counselling and/or refer to adolescent mental health agencies as appropriate.  Guide and manage physical health needs of students under the Guidance Team.  Assist with referrals disclosures of physical and sexual abuse to police and Oranga Tamariki.

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.
Liaise with Physio regarding clients	Identify students requiring referral to Physio staff.  Ensure Physio staff are kept up to date regarding relevant health issues.

Be a member of the Health and Safety Committee	To offer guidance on health matters.
Other Tasks	<p>Complete other task/project related goals and objectives as delegated by and agreed with your Manager.</p> <ul style="list-style-type: none"> <li>• obtain consent for delivering health services within nursing scope of practice</li> <li>• carry out holistic health assessments on year 9 students and opportunistic assessments of other high need students</li> <li>• use advanced nursing knowledge and skills to assess, plan, implement and evaluate student health needs</li> <li>• provide direct nursing care for students, staff and visitors to achieve best health outcomes</li> <li>• educate and provide information to students / family / whanau to improve their knowledge of health services</li> <li>• refer students to appropriate health, school and social services and ensure they receive appropriate follow up</li> <li>• provide services and resources that are culturally sensitive and respectful of family values and diversity</li> <li>• address the unique adolescent needs of young people with complex health concerns and chronic illnesses and disabilities</li> <li>• facilitate the development of onsite health support and advice to meet student health needs e.g. mental health, oral health, sexual health, drug and alcohol, healthy eating / healthy exercise, alongside the wider Wellbeing Team</li> <li>• contribute to the development of integrated service delivery across the continuum of care; linking young people into primary care and other relevant youth health and social services using referral systems</li> <li>• accurately document assessment of student's health status, diagnosis and decisions made regarding interventions and referrals or follow-up</li> <li>• apply critical reasoning and professional judgement to nursing practice issues/ decisions</li> <li>• role model culturally safe nursing practice</li> </ul>

### **Interpersonal relationships:**

- work in collaboration with student support services, such as guidance counsellors and social workers, student health council, families/whanau and external health and social agencies to co-ordinate with the Head of Wellbeing to meet student health and social needs
- work closely with education 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 Rock and Water
- establish effective relationships and ongoing liaison with appropriate health and social services

### **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 facilitates 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/whanau and staff
- record keeping 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 1997, 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
<ul style="list-style-type: none"> <li>• Primary health care providers</li> <li>• Professional bodies &amp; associations</li> <li>• Referral services (including mental health, sexual health, oral health, maternity services, disability services)</li> <li>• Iwi and Maori services</li> <li>• Pacific services</li> <li>• Health promoting schools coordinator</li> <li>• Other health and social support agencies including General Practices and PHO</li> <li>• Consumer advocates and agencies e.g Youth Law</li> <li>• DHB Director of Nursing</li> <li>• DHB health professionals</li> </ul>	<ul style="list-style-type: none"> <li>• Head of Wellbeing</li> <li>• Students at the school</li> <li>• Parents, caregivers, whanau</li> <li>• School management team</li> <li>• Pastoral care team</li> <li>• Student support team and teachers</li> <li>• Board of Trustees</li> <li>• Student councils and groups</li> </ul>	<ul style="list-style-type: none"> <li>• Monthly nursing meetings</li> <li>• Regional and local networks of secondary school and youth health service providers</li> <li>• Wellbeing working group</li> </ul>

## PERSON SPECIFICATIONS:

	Essential	Desired
<b>Education and Qualification</b>	<ul style="list-style-type: none"> <li>• Registration with Nursing Council of New Zealand and evidence that they are competent to practice within the Registered Nurse scope of practice</li> <li>• Current First Aid certificate</li> <li>• Able to provide ECP</li> <li>• CPR training</li> <li>• Computer skills - Experience working with Microsoft Office and database systems</li> </ul>	<ul style="list-style-type: none"> <li>• Postgraduate certificate /diploma in youth health or willing to work toward an appropriate post graduate qualification</li> </ul>
<b>Experience/Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience working with people from a variety of cultural backgrounds and an understanding of Maori and Pacific cultures and beliefs</li> <li>• Evidence of advanced level of clinical skills, competency and leadership able to be demonstrated in a professional portfolio</li> <li>• Knowledge of quality improvement processes and principles</li> <li>• Knowledge and understanding of the Treaty of Waitangi and implications in nursing practice</li> <li>• Knowledge of health service provision / services</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working with young people in a community setting</li> <li>• Research skills including data analysis and critical appraisal skills and clinical audit</li> <li>• Previous experience as a senior level nurse in a clinical or nursing management role</li> <li>• Strategic planning and policy development skills</li> <li>• Understanding of government health</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge of Nursing Code of Conduct, and legislative requirements</li> <li>• Knowledge of nursing professional development issues</li> <li>• Understanding of the importance of confidentiality and advocacy</li> </ul>	<p>policy</p> <ul style="list-style-type: none"> <li>• Experience in Health Promotion</li> </ul>
<p><b>Personal Attributes</b></p>	<ul style="list-style-type: none"> <li>• Ability to work and contribute to a team environment and goals</li> <li>• Flexibility, being able to vary tasks and adapt to a range of situations</li> <li>• Effective time management, being able to plan and prioritise tasks to complete within agreed timeframes.</li> <li>• High professional and personal standards with quality output of work</li> <li>• Self-motivated with ability to demonstrate own initiative</li> <li>• Accuracy and attention to detail</li> <li>• Excellent communication skills both verbal and written</li> <li>• Approachable and friendly manner</li> <li>• An interest and respect for working with young people</li> <li>• Strong organisational skills, able to manage conflicting priorities</li> <li>• Self-confidence and the ability to work with internal and external clients and organisations</li> <li>• Is proactive and displays initiative</li> <li>• Reliable</li> <li>• Non- judgemental, empathetic</li> <li>• Able to work as an autonomous practitioner in a multidisciplinary team</li> <li>• Is able to work with others, to draw together a range of perspectives</li> <li>• Sets high personal standards and strives to achieve stretching goals</li> <li>• Displays drive and energy and persists in overcoming obstacles</li> <li>• Expresses information effectively, both orally and in writing, adjusts language and style to the recipients and considers their frame of reference</li> </ul>	

	<ul style="list-style-type: none"> <li>• Actively listens, drawing out information and checking understanding</li> <li>• Empathises with others and considers their needs and feelings</li> </ul>	
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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.