# ROSEHILL COLLEGE

## Position Description – School Nurse

**Role Summary**

The School Nurse forms an essential part of the Te Whare Kimiora, Health and Wellbeing team providing health care for the students, staff and visitors of Rosehill College.

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 and direct enrolled nurses, first aiders and others.

**Primary Objectives**

To meet the needs of students and staff 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 on-site health services and will incorporate:

- The provision of health services to all students and staff 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 promoting the appropriate use of health services

**Experience and Knowledge**

- Registered nurse with current practising certificate
- Carry out health assessments on students as directed
- Experience in, or postgraduate study of related areas – accident and emergency, primary health care, child and/or adolescent health.
- Evidence of level of clinical skills, competency and leadership as documented in a professional portfolio.
- Has a desire or shows evidence of an ability to work effectively as a member of a multi-disciplinary team.
- Demonstrates the ability to advance the delivery of reliable and relevant professional school health services to promote optimal health and learning outcomes of students.

**Personal Attributes**

- An interest and respect for working with young people.
- Displays drive and energy and persists in overcoming obstacles.
- Reliable
- Is computer literate, with excellent written and communication skills.
- Meets the criteria to be approved as an ACC Designated Provider.
- Strong organisation skills, including the ability to manage conflicting priorities.
- Understands the importance of confidentiality and advocacy.
- Is able to work independently and also as part of a team.
- Is culturally aware, and able to work cross-culturally.
- Is proactive and displays initiative.
- Non-judgemental, empathetic.
- Has good decision making ability and is able to use own initiative.
- Displays drive and energy and persists in overcoming obstacles.
- Actively listens, drawing out information and checking understanding.
- Empathises with others and considers their needs and feelings.

**Key Tasks**

**Provision of Appropriate Primary Health Care**

- Educate students and staff regarding health issues, life choices, skills and self-responsibility. Be able to direct student and staff to relevant health education information.
- Provide appropriate emergency first aid to students and staff with suitable referrals and follow up. Where professional judgement indicates that a student should return home, caregivers, as indicated in KAMAR, will be contacted to arrange for pick up and the student will remain in the Health Centre until caregivers arrive.
- Ensure that the centre is appropriately stocked with first aid materials and equipment. Maintain first aid kits for school trips and those areas that are high risk in the school. Keep emergency equipment up to date eg oxygen, epi pens.
- Label and appropriately store students' medication that is documented and accepted by the school for administering to the student while they are at school.
- Ensure that the health centre is clean and tidy – including beds, equipment etc.
- Ensure that there is an appropriate number of first aiders on staff at school and for school trips and activities.

**In School Consultation and Networking**

- Be an active member of the health and wellbeing team, providing input and referral where appropriate.
- Ensure other staff members are aware of relevant health issues of students, by red flagging these students in KAMAR and keeping the health notes up to date.
- Keep the KAMAR attendance record of students who have been in the health centre for a whole period or more up to date.
- Communicate with Heads of Houses, Senior Leadership Team and other relevant staff in instances where information regarding discipline issues is disclosed by students.

- In all cases of suspected sexual, physical or emotional abuse, refer details to health and wellbeing team immediately.
- Distribute appropriate information to staff and students in support of community and national initiatives in the event of a health crisis.
- Be available to support school health education programmes as required.
- Be accountable for daily organisation to Head of Department Te Kimiora, Health and Wellbeing and the Deputy Principal with responsibility for Te Kimiora.

**Home and Family Liaison**

- Establish and maintain contact between families, school and caregivers.
- Where necessary, educate families regarding the importance of taking responsibility for their children's health requirements.
- Provide services and resources that are culturally sensitive and respectful of family values and iversity.
- Make appropriate referrals to the health and wellbeing team and health and social services.

**Professional Liaison**

- Establish and maintain contact any contacts between school and health professionals. Assist these health professionals as necessary and make appropriate referrals.
- Organise school blood donations and staff influenza vaccinations on an annual basis.

**Administration**

- Maintain adequate computerised daily student contact and treatment records and ensure that these are kept up to date.
- Follow any Health and Safety requirements and complete accident register/incident forms for any accidents or serious harm that occurs in school.
- Provide the Principal with Health and Safety statistics and details for reporting to Board of Trustees on a monthly basis or when requested.
- Ensure personal records and other sensitive materials are securely stored.
- Check all new student enrolments in order to identify health needs, red flag students whose health needs should be known by staff, discuss with parents any additional information which is needed for the student's wellbeing while at school.
- Communicate with staff regarding any additional health issues as relevant.
- Other duties as required.

**Professional Development**

- Maintain and provide proof of current Nurse's Practising Certificate
- Maintain Registered Nurse compulsory professional development hours, appropriate to school nursing.
- Attend School Nurse study days, cluster meetings and other events arranged by District Health Board, as time permits.