



Position	School based nurse
Reports To:	Principal, DP, HOD
Responsible To:	Principal, Deputy Principal

This position is flexible starting from 2 days per week up to a fulltime position.

Primary Aim

To operate and manage the school Nurse clinic at Trident High School in accordance with the principles outlined in the attached Employment Agreement.

Our Values and Beliefs

A genuine empathy for Māori and a commitment and ability to provide a culturally responsive environment that will maximise Māori student success.

Key Competencies

Professional Requirements:

- Confidentiality is maintained.
- High standard of written and oral communication skills
- Work collaboratively as a member of the Te Aiōtanga team
- Open to learning and master new skills
- Be flexible to cope with the varying demands and changes in the role.

Interpersonal Skills:

- Friendly and welcoming in all contact with students, staff and community
- Enthusiastic with a 'can -do' attitude
- Committed to the core values of Trident High School
- Proactive in providing support to other staff.

Key Tasks	Performance Outcomes
Nursing Services	You must be a registered nurse with a current practicing certificate at all times. You will be expected to provide general nursing services to students during school/clinic hours and support to the GP who will attend at the clinic for two hours a week at times agreed. You will also be responsible for managing student appointments with the GP for the GP clinics.
Referral Services	You will be expected to provide appropriate referrals of students to other health services/providers (e.g. social services, mental health services, dental services and, if appropriate, hospital services) within the protocols of Trident High School.
General Health Education	You will be required to implement general health education programmes as approved by the school board. This may include supporting seminars/teaching health classes and participating in other health promotional activities.
Advisory	You will be expected to provide appropriate referrals

	of students to other health services/providers (e.g. social services, mental health services, dental services and, if appropriate, hospital services) within the protocols of Trident High School.
General Health Education	You will be expected to report to the school board and Eastern Bay of Plenty PHD Ltd (the "PHO") on health issues affecting the students.
Liaison Co-ordination	You will be the key liaison between students and their family/whanau, the school board, the GP and the PHO regarding provision of the services referred to above. It is essential that you follow the protocols of Trident High School with regard to working with other agencies.
Co-ordination	You will co-ordinate, as required, such health promotion strategies and activities agreed to by the school board, the PHO and the GP.
Management	You will be responsible for managing clinic resources to ensure reasonable resources are available to facilitate the efficient and effective provision of these services. To the extent necessary, you will liaise with the school board regarding adequacy, cleanliness and efficacy of clinic facilities.
Service Objectives	In performing the tasks set out above, you will keep in mind and attempt to promote the service objectives and Maori Health Service objectives referred to in the Service Specification.
Legal obligations	You will comply with all statutory, regulatory and other legal requirements insofar as they are applicable to the performance of your obligations under this agreement, including the Privacy Act 1993 and the Health Information Privacy Code 1994 and the Code of Health and Disability Services Consumers' Rights.
Information and reporting	You must comply with the information reporting requirements set out in Schedule 2 and will keep in a secure place a comprehensive and accessible record of every young person using the Service. The record will include documentation of the services provided to the young person to a minimum of the standard required in.
Sickbay Administration	<ol style="list-style-type: none"> 1. You will be responsible for Administering treatment and prescription medication if required eg. ADHD student 2. Notifying parents when necessary, checking emergency contact details are up-to-date 3. Referring to doctors/guidance counsellors, deans if appropriate 4. Contacting ambulance services 5. Ordering first aid supplies and maintain the school first aid packs. 6. Ensuring the equipment and standard of the Sick Bay is maintained appropriately and appropriate health/antiseptic precautions are taken 7. Organising staff immunisations.

<p>Expectations of the position are</p>	<ul style="list-style-type: none"> • Adherence to the Trident Code of Quality Work and Respect For Others as it applies to all staff at Trident High School. • Provide regular nursing clinics for students so that all students have equal access to primary health care as required in the SBHS contract and within a nursing scope of practice. • Undertake universal health, disability and youth development checks, including HEeADSSS assessments. • Provide a holistic/wellness centred approach to meeting the specialised needs of adolescents by improving their physical, mental and psychological health status. • Coordinate the health promotion strategies and activities agreed to by the school board and EBPHA. • Promote health issues, and in particular, Maori health issues, so that students have access to accurate information and thereby ensuring that student health issues are dealt with by the appropriate service. • Establish, develop and maintain effective working relationships and rapport with the school management, teaching staff and Board of Trustees as well as with students, service providers(including local Maori and Iwi Services) and other key stakeholders. • Hold a NZ Registered Nurse with current practicing certificate and have at least two years post graduate clinical experience. • Belong to a professional body with current indemnity insurance. • Have an advanced level of clinical skills and experience preferably within school health or primary health care including effective communication skills requiring tact and diplomacy as well as excellent problem solving skills. • Have a very good knowledge of all relevant legislation that underpins nursing practice in NZ (including Health Practitioners Competence assurance Act 2003). • Have the ability to integrate New Zealand Nursing Council competencies into nursing practice. • Demonstrate commitment to own continuous professional development. • Have a very good understanding of, and expertise in, youth health matters; and Have the ability to work autonomously within the nursing scope of practice. • To be competent in the dimensions of the Position Description as mutually agreed.
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EMPLOYMENT DETAILS

Number of days per week: 2 – 5 days negotiable

Number of weeks per year: 40 – Annual Leave is taken in the Christmas school holidays. Start date will be negotiated yearly and normally on the first day of the school year.

PERSON SPECIFICATION

1. Have the ability to work in a close-knit team with a common goal.
2. Maintain professionalism in all areas of work.
3. Have a high level of self-motivation coupled with flexibility.
4. Enjoy working with rangatahi Māori.
5. To be a positive role model for students by:
 - Maintaining personal standards of dress and presentation appropriate for a member of the support staff.
 - Observing professional standards of behaviour at all times while at school or on school related activities.
 - Valuing excellence and personal achievement.
 - Demonstrating a commitment to the welfare of others.
 - Commitment to Te Reo Maori.

SPECIAL CONDITIONS:

Education is an ever-changing environment and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

This job description will be reviewed annually during the appraisal process and will be varied in the light of the needs of the School to promote improved student outcomes.

Appropriate work habits are used to safeguard the employee from work-related injury or illness (especially Occupational Overuse Syndrome). Concerns are discussed promptly with the Deputy Principal in charge of Health & Safety.

NOTE: The incumbent’s signature indicates that relevant School policy and procedures have been read and accepted.

_____ School Based Nurse	_____ Dated
_____ Principal on behalf of the Board Of Trustees	_____ Dated