

School Nurse Job Description

Position Title	School Nurse
Reports to	Principal and Head of Student Support Centre
Working Relationships	External: caregivers, MOE, Community health & social care organisations Internal: e.g. Principal, Deputy Principals, Teachers, Pastoral network staff
Employment Status	Permanent, 32.5 hours per week
Purpose of Position	To provide comprehensive primary health care for the students of Western Heights High School in the context of the Student Support Centre To assist in the development of school wide processes and policies to ensure the health and well-being of students at Western Heights High School
Key Responsibilities	Performance Indicators
Quality Nursing Care	<ul style="list-style-type: none"> - Comprehensive nurse-led assessment of students is undertaken, using suitable assessment tools underpinned by evidence based knowledge - Care is planned which involving students and their caregivers (where appropriate). An understanding of student's rights to make informed decisions relating to treatment is demonstrated. - Documentation is current, accurate and timely. Work is conducted within relevant legal and ethical frameworks. Standing Orders being issued and/or administered are in accordance with the Ministry of Health's Standing Order Guidelines. - Computer skills necessary to organise data for essential care delivery are demonstrated - Student's progress toward expected outcomes, including treatments and health education is evaluated, in collaboration with the student, their caregivers (where appropriate) and the health care team - The effectiveness of nursing care is evaluated and knowledge and assistance is sought as necessary - Appropriate action is taken in emergency situations - Health education and health promotion improving health literacy is provided - Infection control is maintained - Organisation, co-ordination and support is carried out for on-site GP Clinics, Physiotherapy and other specialist clinics - Clinic supplies, including medication and pandemic resources are maintained - Management and administration of school first aid kits
Professional Responsibility	<ul style="list-style-type: none"> - A commitment to positive youth development and the improvement of student health status is demonstrated - Accountability for directing, monitoring and evaluating nursing care is demonstrated - Clinical issues and concerns are reported in a timely fashion



	<ul style="list-style-type: none"> - Responsibility is taken for maintaining own professional development, updating knowledge to reflect best practice, and sharing knowledge with others - Nursing is practiced in a manner that enables student safety, independence, quality of life and health - Participation in regular Performance Reviews and contributes to peer review is evident - Participation in, and contribution to, the school health and safety committee is evident - the health and safety of students is contributed to in a proactive and responsible manner - Professional portfolio is maintained
Communication	<ul style="list-style-type: none"> - good communication and listening skills are demonstrated - effective team membership, in collaboration with the school leadership and pastoral teams, is evident - information as required is provided to school leadership - a professional attitude with interactions with students is demonstrated - students (and caregivers if appropriate) are informed regarding treatments, investigations and ongoing health management - actions as a student advocate with staff and caregivers are undertaken as required - Correct and pertinent information is passed on using correct channels - Actual and potential conflict situations are recognised - Collaboration and coordination of care with other health professionals ensures a quality service - A follow up plan and evaluation is developed in consultation with the student and caregivers (as appropriate) and other health professionals.
To work in active partnership with the tangata whenua, implementing the principles of the Treaty of Waitangi	Maori values are recognized in the provision of resources, facilities and care

