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**POSITION DESCRIPTION**

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| **POSITION:** | **School Health Nurse** |
| **REPORTS TO:** | Philippa Jones, WBoP PHO Health and Wellness Services Leader |
| **DATE:** | November 2015 |

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| ***The primary role of the School health nurse* *is to support the development and delivery of effective School Based Health services for High Need children*** |
| The main elements of School Based Health Services are   1. Proactive psychosocial screening for High Need individuals in year 9. The assessment includes screening of hearing, vision **H**ome environment, **E**ducation/Employment, **E**ating and exercise, **A**ctivities and peer relationships, **D**rugs, cigarettes, alcohol, **S**exuality**, S**uicide, depression, mood screen, **S**afety, spirituality) HEEADSSS. 2. Provision of individual health services and care planning for those students with chronic illness such as asthma, diabetes, eczema, epilepsy to assist in the proactive management of their health and thereby minimise risk of sick days. Individual health services should include the provision of sexual and psychological support services are required. 3. Provision and coordination of health services to assist with the health management of students who take significant days off school for reasons of ill health but do not meet the threshold for Northern health School referral. 4. Health promotion including linkage and as appropriate enrolment with wider health services. 5. Urgent care needs requiring immediate attention which are outside the scope of the school first aider     ***Key accountabilities***  ***See sections 1-5*** |
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**School health nurse**

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| 1. ***HEEADSSS assessment*** |
| HEEADSSS assessments are a key priority of the school nursing service  HEEADSSS assessment should be completed on year 9 Maori and Pacifica students and other High Need children identified such as those stepped down or suspended, those with suspected or confirmed risk taking behaviours (self-harm, drug usage), those referred by school staff.  The contract priority is to complete a HEEADSSS assessment on those identified and ensure any interventions required are put in place. |

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| 1. ***Individual health services for children with pre-existing conditions and or sexual health or psychological health needs*** |
| School medical health questionnaires for all new entrants to the school should be assessment by the school health nurse.  A register of children with pre-existing conditions should be maintained.  Provision of sexual health services to minimise the risk of unwanted pregnancy as well as management of suspected STI should be made available for students who require these services  Provision of psychological support should also be available through the school nurses for those students that require this. This may require referral on to mental health services  The purpose of the school health nurses is to assist the child to self-manage their health and therefore the input required will vary dependent up on the needs of the children  Specialist services should be involved as required.  Any conditions which are potentially life threatening should be discussed with the child’s teachers to ensure the teacher is aware of what to look out for  As required support from the WBoP PHO health and wellness staff can be sought for those children enrolled with WBoP PHO. Children enrolled with Te Manu Toroa (TMT) may be referred onto TMT specialist staff. |

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| 1. **Minimising sick days due to ill health** |
| Linked with above. Greater input is required for those children with health conditions who are requiring time off school.  The more time children have off school the less chance they have of maximising their academic potential. Time off school due to ill health or a pattern should be brought to the attention of the school nurse to determine if additional assistance with self-management is required.  As required support from the WBoP PHO health and wellness staff can be sought for those children enrolled with WBoP PHO. Children enrolled with Te Manu Toroa (TMT) may be referred onto TMT specialist staff. |

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| 1. ***Urgent care needs:*** |
| Work with first aiders to provide supervision and support for more significant injuries. However, first aid is not a priority for this contract.  For some individuals the provision of first aid style services may be a way to develop the initial relationship and engagement, this should be considered if the child is in a priority group.  All accident related work must have the appropriate ACC claim form completed by the school health nurse.  For schools in central Tauranga referring children to the WBoP PHO Health and Wellness services 154, 1st Avenue West is an option as this is free of charge with minimal waiting times |

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| 1. ***Health promotion:*** |
| Provision of support to sexual health education for years 9 and 10 students.  Initiate and promote health promotion events within the school year, this may include   * Sun Smart * Healthy eating * Weight management * Smoking cessation * Harms of alcohol and drugs * Enrolment with dental and general practice services   Support and educate adolescents to access mainstream health services during their secondary school years and build their confidence to access services after they leave school |

**RELATIONSHIPS -** School health nurses

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| **Internal** | **External** | **Secondary (BOP DHB)** |
| **WBoP PHO staff**  All WBoP PHO Health  and Wellness staff  Nursing Colleagues  Administration Support  Team Leader  **School staff**  Principal  Line Support  BOT trustees  Health Promoters  Councillors  Administration Support  First Aiders  Teacher’s e.g.  Physical Education  Chaplains  Attendance officer | **Key Stakeholders**   * Parents * General Practitioners * Practice Nurses * CYFS * CANS * Sexual Health providers * Police, coroners and Courts * Strengthening Families initiatives * Maori Providers * Community Volunteers * Hauora, Iwi, hapu | **Other community agencies & Key Stakeholders**   * District Nurses * Public Health Nurses * Senior Nurse Leaders * Specialist Nurses e.g. Asthma / Diabetes / IMMs * Sexual Health * Family Planning * Counselling * Sport BOP |

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| **Expectations** | **Core competencies** |
| Commitment to WBoP PHO Health and Wellness Services | * Aware of and committed to the mission vision and values. * Understands and keeps up to date with WBoP PHO Health and Wellness Services, the broader Western BOP Primary Health Organisation, the health sector, structure and functional responsibility within the health sector. * Complies with policy, protocol and procedures that are relevant to their role within the service, e.g. delegations, policies including financial management, EEO, health and safety, management of performance, etc. * Language, behaviour and attitudes toward colleagues, clients and stakeholders are consistent with WBoP PHO Health and Wellness Services expectations communicated through its values and its undertaking to WBOP PHO, stakeholders, providers and wider community. * Participates in and/or support to opportunities to contribute to the development of WBoP PHO Health and Wellness Services policy; and in any other service activity. * Does not compromise WBoP PHO by unprofessional behaviour |
| Teamwork/collaboration | * Recognising the value of teamwork and establishing and maintaining effective relationships both within the immediate work group, with clients and stakeholders (internal and external) to achieve goals. * Working within team of School health nurses, education and health, e.g. project teams, advisory groups, committees. * Building effective working relationships, both internally and externally. * Providing quality service. * Collaborates with other key players and work groups to achieve objectives. * Seeks out opportunities to support others in achieving goals. * Actively contributes to and seeks consensus decisions. * Recognises and respects individual differences. * Consultation with / work closely with GP’s, Practice Nurses, Practice Manager and Receptionists as necessary. * Inform General Practices of service developments. * Participate in a School wide health plan and also a School Wide Health Emergency Plan which includes pandemic events - outlining the expected roles and services you provide in an emergency situation |
| Maori awareness and a commitment to WBoP PHO Health and Wellness Services Maori Health Policy | * It is essential that WBoP PHO Health and Wellness Services employees have a grasp of Maori issues. This includes an awareness of traditional and contemporary Maori and Iwi structures, key Maori concepts, and awareness of legislation, Te Tiriti O Waitangi/Treaty of Waitangi issues and policy and strategy affecting the key areas of work. * Delivering results, establishing and maintaining relationships with stakeholders, and developing staff in a manner that clearly reflects a commitment to the Te Tiriti o Waitangi (Treaty of Waitangi) as reflected in the WBoP PHO Health and Wellness Services Maori Health Policy and consideration of Maori perspectives. * Actively involve Kaumatua and Whaea in the service; including decision making. * Consultation with/work closely with Hauora; Iwi health providers as necessary. * Inform Maori community of service developments. * Engage/participate in relevant school based whanau/hapu/iwi activities |
| Stakeholder/relationship management | * Ability to develop and sustain quality relationships and expectations with others. This includes stake holders and the wider community and develops, maintain and use a network of individuals and organisations to assist in achieving work solutions that meet the needs of the contract, the school and GP’s. |
| Self-management | * Sets high personal standards and strives to achieve goals. * Displays drive and energy and persists in overcoming obstacles. * Is proactive and displays initiative. * Is resilient to change. * Understands personal strengths and limitations. * Can work to deadlines to achieve outcomes. * Maintains professional competencies and continuously develops to ensure health improvement for self and others |
| Communication/ interpersonal skills | * Uses clear and effective written and verbal communication, making use of a range of appropriate techniques, in order to inform, persuade and/or influence others. * 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 – including other staff members. * Creates opportunities to network internally and externally. * All Public Statements and Advertising are done in consultation with WBoP PHO |
| Initiative, innovation and decisiveness | * Actively questions old ways of doing things thinks outside the square and develops creative and effective solutions to improve outcomes. * Applies skilled analysis and sound reasoning in problem-solving and decision-making. |
| Adaptability/flexibility | * Ability to adapt and work effectively within a variety of situations, and with various individuals or groups. |
| Planning, organising and monitoring | * Uses action plans to accomplish goals, establishes timeframes and realistically allocate resources. * Identifies and removes barriers. * Able to monitor progress and address problems to achieve outcomes. |
| Student/client/population focused | * Takes action to fully comprehend the needs of student/client/populations. * Actively promotes such needs and priorities. * Develops care plans in collaboration with the patient to ensure optimum health management of health conditions |
| Provides a quality service which is continually improving | * Provision of a high quality clinical nursing service that integrates Nursing Council competencies and best practice into nursing practice for youth health service. * Ensures a high quality admission to the service, referral, health assessment / screening, health care planning, documentation and discharge process * Looks for areas for potential improvement and actively pursues this improvement * Provides the necessary health consumables are provided including dressings, condoms and emergency medications and the appropriate policies and documentations are in place to support these * The school health nurses will prioritise attendance at monthly WBoP PHO Health and Wellness services team meetings and WBoP PHO HWS initiated professional development and or supervision meetings specifically for school health nurses. * There is an expectation that innovation, success stories and resources will be shared at the school health meetings with a view to enable spreading of good practices and improving outcomes for all schools. |
| Ensuring safe practice | * Ensures compliance with all legislative requirements governing nursing practice. Promotes culturally safe practice and assists in initiatives developed to positively impact on youth, Maori and Pacific health status. * Integrates protocols/guidelines for referring young people to other sectors / providers to ensure that young people are receiving continuity of care * Ensures professional, clinical competence, cultural competence, safe practice and management of care for all youth. * Recognises the competence of young people to make decisions and to give consent for treatments, services and referrals * Ensuring all equipment is calibrated as per recommendations. * Ensuring accurate youth health and development skills to ensure holistic assessments - both planned and opportunistic. These include past medical and surgical history, medications, allergies, history of presenting complaint, social history, lifestyle, family medical history, sexual health, screening history i.e., IMMS, vision, hearing, oral health, injury prevention, smoking prevention / cessation behaviour and development. This is to detect early conditions and enable treatment to support optimal learning, improved school performance and positive youth development occurs to a high standard. Prior to Child protection referrals being made these must be discussed with the Nurse Leader prior sending. * Recall/Follow-up with students is critical particularly for those at risk. This is to ensure treatment has been effective, identifies further support required, and has the service they have been referred to respond appropriately. Referral to appropriate services is facilitated such as counseling, sexual health, mental health, drug and alcohol, nutrition, weight and exercise and positive youth development programmes to ensure the desired outcome is achieved. |
| Risk management and confidentiality | * Actively manages clinical risk and contributes to quality and risk planning. Maintains infection control standards. * Ensures efficient and confidential management of client information and data. Safe storage of students health information by * Complying with relevant privacy legislation, including, but not limited to, The privacy Act 1993, The Health Information Privacy code 1994, Public Records Act 2005 * Ensuring that the Health Information remains secure and confidential and that it is stored separately from school or other information systems * Ensuring that Health Information is retained for a period of not less than 10 years, as required by the health (Retentions of Health Information) Regulations 1996 * Ensures a safe, confidential and clinically appropriate facility (including computing hardware) is made available. |

#### ADDITIONAL CORE COMPETENCIES School health nurses

WBoP PHO Health and Wellness Services has a generic core competency framework in place to support the development of both the organisation and its employees. WBoP PHO Health and Wellness Services competencies includes core competencies within the induction folder. The majority of the core learnings identified are undertaken online. Other core skill development is part of your face to face induction. On completion the certificate to be forwarded to Philippa Short at WBoP PHO who will keep a complete record of your learning.

#### PERSON SPECIFICATION School health nurses

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|  | **Essential** | **Desired** |
| **Education and qualifications** | Registered nurse with completed Bachelor of Nursing.  Current practicing certificate.  Within six months of commencement to successfully complete   * HEADSSS assessment training * Family violence training * Sexual health training   This will be arranged by the Health and Wellness services leader | * Postgraduate Certificate/Diploma in Primary/Adolescent health * Postgraduate nursing, teaching or health management qualification * Masters qualification in nursing or health |

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| **Experience/ knowledge** | * High level of clinical experience and skill. * Primary health care experience. * Proven experience in education and clinical teaching. * Good written and oral communication and presentation skills * Integrates the Tiriti O Waitangi/Treaty of Waitangi into practice. * Integrate New Zealand Nursing Council competencies into nursing practice. * Knowledge of the Health Practitioners Competence Assurance Act 2003 (HPCA). * Has an understanding of the NZ Health and Disability Strategy, NZ Primary Health Strategy, He Korowai Oranga Maori Health Strategy. * Participates in Occupational Health & Safety and ACC Health & Safety policies and practices within the workplace. * Practices in accordance with legal, ethical professional and culturally safe guidelines | * Has worked in/specialised in School Health |