

**SCHEDULE 2:
JOB DESCRIPTION
School Based Health Services - Clinical Nurse**

Purpose of Position:

To support the development and delivery of effective School Based Health Services so that students have access to primary health care services as described in the School Based Health Services (SBHS) service specification.

Reports To:	Youth Health Lead
Key Focus Areas:	<p>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.</p> <p>Undertake universal health, disability and youth development checks, including HEeADSSS assessments.</p> <p>Provide a holistic/wellness centred approach to meeting the specialised needs of adolescents by improving their physical, mental and psychological health status.</p> <p>Provide timely referrals to appropriate services within the school or with external providers as required, and follow up of those referrals.</p> <p>As time permits, supporting teachers in implementing general health education programmes. This may include holding seminars, assisting health classes and participating in other health promotional activities.</p> <p>Maintain a secure, comprehensive and accessible record of every young person using the Service. Record keeping must comply with the requirements set down in the SBHS contract.</p> <p>Regular, timely reporting as specified in the SBHS contract.</p> <p>Attend meetings as requested EBPHA and or school.</p> <p>Act as liaison between students and their family/whanau, the principal, GP and any external service providers to ensure that the student is provided with appropriate health care.</p> <p>Coordination of health promotion strategies and activities agreed to by the school board and EBPHA.</p> <p>Management of the clinic budget and resources.</p> <p>Active participation in quality improvement audit, planning and development of quality initiatives.</p>
Role Objectives:	<p>Service requirements and objectives specified in the SBHS contract are met.</p> <p>Student issues are attended to promptly and the health clinic runs smoothly and on schedule.</p> <p>Student health issues are dealt with by the appropriate service.</p> <p>Reporting and record keeping is timely and accurate.</p> <p>School structures and resources are used effectively in promoting and managing student health.</p>

	<p>Health issues, and in particular, Maori health issues, are promoted so that students have access to accurate information and respond appropriately to current concerns.</p> <p>The clinic operates effectively and efficiently within the allocated budget.</p>
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Relationships	
Internal:	EBPHA Staff
External:	<p>School Principal</p> <p>School Staff including:</p> <ul style="list-style-type: none"> • Head of Guidance • Teacher in Charge of Health • Pastoral Care team • Sick Bay / first aid staff • Alternative Education/Teen Parent Unit • School Based Health Service General Practitioner <p>School Management, teaching staff and Board of Trustees</p> <p>School Students</p> <p>Parents, caregivers, Whanau</p> <p>EBPHA Contractors</p> <p>Primary Health Care Providers (including General Practitioner, Practice Nurse)</p> <p>Professional bodies and associations</p> <p>Health services and social support Providers</p> <p>Iwi and Maori organisations within the Eastern Bay of Plenty</p> <p>Community Organisations</p> <p>Bay of Plenty District Health Board</p> <p>Other government agencies and education Providers</p> <p>Other DHB's and PHO staff</p> <p>Regional and national forums</p>
Key Accountabilities and Competencies	Key Activities / Decision Areas / Achievements
Professional responsibility	<p>Delivers nursing care within the scope of practice of a Registered Nurse and is accountable for own practice</p> <p>Practices nursing in a manner that the client determines as being culturally safe.</p> <p>Practice in accordance with legal, ethical, culturally safe and professional standards/guidelines</p> <p>Participate in the review and development of best practice clinical standards, guidelines and policies, and adheres to same</p> <p>Ensures commitment to continuous professional development</p>

Management of Nursing Care	<p>Utilises advanced nursing knowledge and critical reasoning skills to assess, plan, implement and evaluate student health needs to achieve best health outcomes.</p> <p>Ensures documentation is accurate and maintains confidentiality of information</p>
Relationship Management	<p>Establish, develop and maintain effective working relationships with clients, service providers and other key stakeholders.</p> <p>Ensure that co-operative relationships with local Maori and Iwi Services are fostered to identify and help meet the needs of the community.</p> <p>Participate in school and wider community consultation and information sharing opportunities in order to raise the awareness of available health services and access to them</p> <p>Promote collaboration and integration between service providers.</p> <p>Encourage active participation of students in relation to health care and prevention activities</p>
Interpersonal skills	<p>Personable and friendly, relates well to most people.</p> <p>Builds an effective level of rapport with people within a short period of time.</p> <p>Reads situations effectively, and tailors their responses to reflect the needs of the situation.</p> <p>Confident and has the ability to work autonomously within nursing scope of practice</p> <p>Has good problem solving skills</p> <p>Effectively communicates in situations requiring tact and diplomacy.</p> <p>Is able to communicate complex and involved (e.g. technical, medical) ideas to others using appropriate clear and effective written and verbal communication</p>
Quality Improvement	<p>Identifies situations of clinical risk, and takes appropriate action to ensure a safe environment</p> <p>Evaluates the effectiveness, efficiency and safety of clinical practice</p> <p>Demonstrates commitment to quality improvements activities, risk management and resource utilisation</p>
Treaty of Waitangi	<p>Service activity, development and implementation are undertaken in accordance with the provisions of the Treaty of Waitangi – partnership, protection and participation.</p> <p>Consultation is undertaken with appropriate Maori communities.</p>
Workplace Policies and Health & Safety	<p>Be aware of, and comply with, workplace policies and procedures at the place of work.</p> <p>Display a commitment to the Workplace Health and Safety Policy and relevant procedures through promotion, active planning and support.</p> <p>Ensures own and others safety at all times.</p>
Financial Management	<p>Income and expenditure is forecast and continuously monitored on an on-going basis.</p> <p>Expenditure is controlled in accordance with relevant purchasing and approval authority policies.</p> <p>Records are available for audit as and when required by authorised auditors (internal and external).</p>

Reporting	Reporting requirements are fully understood, planned and completed. Reports simply and accurately demonstrate outcomes and objectives required. All reporting requirements for EBPHA are completed on time.
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Essential Qualifications	Key Activities / Decision Areas / Achievements
Academic Qualifications	<ul style="list-style-type: none"> NZ Registered Nurse with current practicing certificate.
Experience, Skills & Attributes	<ul style="list-style-type: none"> Belongs to a professional body with current indemnity insurance Evidence of advanced level of clinical skills and experience preferably within school health or primary health care Knowledge of legislation that underpins nursing practice in NZ (including Health Practitioners Competence assurance Act 2003) Ability to integrate New Zealand Nursing Council competencies into nursing practice Demonstrated commitment to own continuous professional development Genuine understanding of, and expertise in youth health matters. Understanding of the importance of confidentiality and advocacy Excellent skills in verbal, written and interpersonal communications Demonstrated honesty and integrity Good working knowledge and skills related to current office technologies Strong organisational skills and capable of appropriately balancing various stakeholder needs e.g. Student, school, Iwi, community. Understanding of Treaty of Waitangi partnership principles in health sector environment and how to apply them. Basic knowledge of tikanga/kawa as a minimum along with the ability to successfully work with Maori organisations.

Desirable Qualifications	Key Activities / Decision Areas / Achievements
Academic Qualifications	<ul style="list-style-type: none"> Post graduate qualification in nursing / health or willingness to work towards gaining an appropriate post graduate qualification
Experience, Skills & Attributes	<ul style="list-style-type: none"> Experience in education / teaching Experience in Health Promotion Knowledge of quality improvement processes and principles Research skills, data analysis and experience with clinical audit Strategic planning and policy development skills

	<ul style="list-style-type: none">• Current first aid certificate• Current CPR training• New Zealand Family Planning Certificate (or recognised equivalent)• Training in the completion of HEeADSSS Assessments• Politically aware with an understanding of government policies
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