



HEALTH CENTRE NURSE – JOB DESCRIPTION

NAME OF EMPLOYER	Tuakau College
JOB TITLE	Health Centre Nurse (part-time, one day only)
TENURE	Fixed term, part-time
COLLECTIVE CONTRACTS	For salary: <i>DHB/MECA Collective Agreement</i> For conditions: <i>Current Support Staff in Schools' Collective Agreement</i>
DIRECTLY RESPONSIBLE TO	Deputy Principal
FUNCTIONAL RELATIONSHIP WITH	Contacts: Health Coordinator, Guidance Counsellor, CMDHB, First Aider. Principal, teachers, students, parents, visiting Doctors, visiting Dental Clinics, other outside health organizations.
PRIMARY OBJECTIVE	To contribute to the provision of an effective health service to students by working with college staff in identifying and meeting the health needs of students.
PREREQUISITES	Have gained a professional nursing (RN) qualification. Maintain a current Practising Certificate. Ability and experience in communication, counselling and life skills.

Key Tasks	Performance Criteria / Expected Results
CMDHB REQUIREMENTS	<ul style="list-style-type: none"> • Complete a 'Heads Up' assessment on all new students entering the College. • Liaise with the Guidance network around students at risk • Keep confidentiality at all times with regard to 'Heads-Up' assessment and inform Principal or Deputy Principal if student is at risk – disclosure • Liaise with CMDHB liaison person at all times ensuring requirements are being met. • Ensure 'Performance Reports' are completed and appropriate documents are sent with them. • Be proactive in terms of what comes out of the reporting and liaise with Tuakau College Health team to make positive changes to ensure the health of the students.
FIRST AID – TREATMENT AND INJURY	<ul style="list-style-type: none"> • Provide emergency first aid (takes precedence over all other work). • To provide professional care of students and staff who are sick and/or injured and in need of medication, who report to, or are referred to, the Health Clinic. • To arrange referral, transport and follow up for all conditions, diseases and injuries reported to the Health Centre at school and on sports days. • Where professional judgment indicates a student should return home, contact parents or caregivers and care for student until they arrive. • Maintain appropriate supplies of first aid materials. • Liaise closely with the first aider who will be responsible when nurse is not present or available.
PARTICIPATION IN SCHOOL- BASED HEALTH EDUCATION AND HEALTH PROMOTION PROGRAMMES	<ul style="list-style-type: none"> • To support the school health education programme, giving assistance to the Health coordinator and teachers of the programme • Promote awareness of the health implications of particular illnesses, e.g. Diabetes, etc. • To enhance student health, wellbeing and promote healthy lifestyles and self-responsibility at an individual and group level e.g. dietary habits etc • To help provide teaching and resource material as requested.
IN-SCHOOL CONSULTATION AND NETWORKING	<ul style="list-style-type: none"> • To be an active member of the School Guidance Team. To provide input where appropriate. To refer to other members of the team. To work closely with team members and attend relevant meetings. To consult with Guidance staff on chronic student illness prior to contacting family. • Liaise with the Guidance Counsellor on student health and welfare which are of a personal and/or confidential nature. • In all cases of suspected sexual, physical or emotional abuse, refer details to the Guidance Counsellor as soon as possible. • Foster professional relationships with health care providers in the Tuakau community and with other agencies. • Distribute appropriate information to staff and students in support of community and national health initiatives in the event of a health crisis, e.g. meningitis, measles, TB, hepatitis.
HOME AND FAMILY LIAISON	<ul style="list-style-type: none"> • To establish and maintain contact between families, school and caregivers. • To be culturally sensitive when dealing with families. • Home visits if required.
PROFESSIONAL LIAISON	<ul style="list-style-type: none"> • To support and arrange appointment times for visiting Doctors and Physiotherapist. To assist visiting Doctors where necessary. To attend to any follow-ups as necessary. • To establish and maintain any contacts between school and health professionals which will enhance student health and wellbeing. • To support and assist District Nurses and Public Health Nurses who visit school on a regular basis for Rheumatic fever students. • To arrange the school visit of Mobile Dental Units. • To facilitate bi-annual blood donation service visits.
PROFESSIONAL DEVELOPMENT	<ul style="list-style-type: none"> • Attend professional development courses to update skills as required • Attend 'Head-Up' training when required
ADMINISTRATION	<ul style="list-style-type: none"> • Maintain adequate computerized daily student contact and treatment records. • Follow any OSH requirements and complete accident register in every case. • To provide secure storage for personal records and other sensitive material. • Check all new enrolment forms in order to identify possible health needs. • Other tasks as negotiated with Principal