



CONFIDENTIAL

**JOB DESCRIPTION**

<b>Position:</b>	Registered Nurse: Nurse Educator School Based Health Services (SBHS)
<b>Purpose:</b>	<ul style="list-style-type: none"><li>• To provide nursing expertise and nursing leadership across funded secondary schools and alternative education (AE) settings within WDHB region</li><li>• Provide professional supervision and mentoring to the school nurses working in WDHB funded schools and alternative education settings</li><li>• Provide clinical co-ordination and service delivery to School Nurses and Youth Health Nurses within WDHB funded schools and alternative education settings.</li></ul>

**INCUMBENT'S PERSONAL DETAILS**

<b>Employee Name:</b>	
<b>Phone No:</b>	
<b>Mobile No:</b>	
<b>Fax No:</b>	
<b>Email:</b>	

**AUTHORITIES**

<b>Reports To:</b>	Programme Manager - SBHS
<b>Number of Direct Reports:</b>	Nil
<b>Staffing:</b>	Nil
<b>Financial Authority:</b>	Nil

## KEY RESPONSIBILITIES

<u>Key Accountabilities:</u>	<u>Tasks:</u>
<u>Leadership</u>	<ul style="list-style-type: none"> <li>✓ Provide professional leadership to the school based and youth health nursing teams</li> <li>✓ Lead, initiate, promote and participate in continuous development of SBHS nursing practice</li> <li>✓ Lead and contribute to the development of integrated service delivery between SBHS and primary care.</li> <li>✓ Promote and role model expert competency in SBHS nursing underpinned by best practice and research.</li> <li>✓ Provide leadership in the assessment, planning, implementation, reporting and evaluation of nursing care practice for young people within funded SBHS.</li> <li>✓ Advocate for a youth health focus in policies/procedures within the education sector.</li> <li>✓ Support the Programme Manager in business, nursing and education planning processes at a strategic and service level</li> <li>✓ Provide input into clinic management, equipment, policies and guidelines</li> </ul>
<u>Supports professional development and clinical competency of nurses working within SBHS, as per National Youth Health Nursing Knowledge and Skills framework</u>	<ul style="list-style-type: none"> <li>✓ Provide direct and/or indirect clinical and educational support to the clinical teams providing services to youth at funded SBHS across the region.</li> <li>✓ Provide one on one clinical supervision to all SBHS nurses working in WDHB funded schools</li> <li>✓ Provide clinical oversight for SBHS nurses' portfolio development and support identifying professional development goals</li> <li>✓ Facilitate monthly peer review/professional development sessions for SBHS nurses (cluster meetings)</li> <li>✓ Provide clinical input into performance appraisal processes</li> <li>✓ Provide mentorship and orientation for nurses in SBHS.</li> <li>✓ Ensure staff maintain accurate and up-to-date clinical records at all times, which adhere to professional standards and guidelines.</li> </ul>

<p><u>Contributes to continuous quality Improvement activities</u></p>	<ul style="list-style-type: none"> <li>✓ Lead case review, clinical audit, existing policy review to ensure contemporary evidence-based practice in the SBHS.</li> <li>✓ Lead the development of standards of practice, new protocols and policies related to the SBHS.</li> <li>✓ Co-ordinate and collate the reports from SBHS nurses in participating schools and alternative education settings in a timely manner.</li> <li>✓ Review the SBHS reports with the GP Lead and provide recommendations to the Programme Manager.</li> <li>✓ Collaborate with the GP Lead in the evaluation and review of client satisfaction surveys for SBHS.</li> </ul>
<p><u>Maintains own professional development and clinical competency, as per National Youth Health Nursing Knowledge and Skills framework</u></p>	<ul style="list-style-type: none"> <li>✓ The Health Practitioner Competence Assurance Act obligations are adhered to: maintaining competence, updating knowledge, undergoing competence assessment.</li> <li>✓ Undertakes on-going learning i.e. peer review, in-service, self-learning, study days, post graduate learning.</li> <li>✓ Practices in accordance with relevant legal, ethical and professional standards and frameworks.</li> <li>✓ Maintains own clinical expertise and knowledge in current specialty to facilitate service development.</li> <li>✓ Identifies and promotes development based on knowledge of service needs and Youth Health Hub strategic direction.</li> <li>✓ Attends educational opportunities/conferences relevant to youth nursing role and scope of practice where possible</li> </ul>
<p>Clinical Practice</p>	<ul style="list-style-type: none"> <li>✓ Commitment to the Treaty of Waitangi principles of partnership, participation and protection.</li> <li>✓ Role models and encourages others to provide healthcare that respects and welcomes diversity</li> <li>✓ Practices in a culturally safe way through awareness and acknowledgment of one's own culture and experience and how these impact on care given.</li> <li>✓ Demonstrate and provide clinical specialist expertise in the planning and practice of youth health care at schools.</li> <li>✓ Promote innovative and creative clinical nursing practice and ensure it is validated with best practice and research</li> </ul>

	<p>activities.</p> <ul style="list-style-type: none"> <li>✓ Describe, explain, articulate and model expert nursing practice to nurses and other health professionals.</li> <li>✓ Liaise and consult with Health Professionals on youth health issues and clinical management.</li> <li>✓ Communicate with other nursing leaders in youth health in a structured manner, ensuring that nurses in SBHS are aware of nursing developments elsewhere and that those developments are incorporated when appropriate into nursing practices.</li> <li>✓ Promote cost effective nursing practice.</li> </ul>
<p><u>Quality and Risk</u></p>	<ul style="list-style-type: none"> <li>✓ Report clinical issues and concerns to the Clinical Director, HealthWEST.</li> <li>✓ Identifies situations of clinical risk and takes appropriate actions to ensure a safe environment for clients, families/whanau and staff within SBHS.</li> <li>✓ Participate in continuous quality improvement activities.</li> <li>✓ Contribute to the identification of possible research/quality projects and participate in the development, implementation and evaluation of proposals.</li> </ul>
<p><u>Health and Safety</u></p>	<ul style="list-style-type: none"> <li>✓ Recognise individual responsibility for workplace Health and Safety under the Health and Safety Act 1992.</li> <li>✓ Ensure a safe working environment and safe working practises.</li> <li>✓ Plan, lead, organise and control Health and Safety activities directed at preventing harm in the workplace, in consultation with employees and Health and Safety representatives for area.</li> <li>✓ Ensure that all accidents/incidents in the workplace are investigated, and that hazards are recognised, and adequate controls put in place.</li> </ul>
<p><u>Cultural Safety</u></p> <p><u>Commitment to the principles of the Treaty of Waitangi</u></p>	<ul style="list-style-type: none"> <li>✓ <u>Integrated awareness of the Treaty of Waitangi and the special access needs of Maori into all aspects of practice</u></li> <li>✓ <u>Respect, sensitivity, cultural awareness is evident in interpersonal relationships &amp; provision of service</u></li> <li>✓ <u>Cultural differences are acknowledged by respecting spiritual beliefs, cultural practices and lifestyle choices</u></li> </ul>

<u>Workforce</u>	<ul style="list-style-type: none"> <li>✓ Provide clinical input and support in the recruitment processes for WDHB funded schools</li> <li>✓ Participate in workforce and development planning as appropriate.</li> <li>✓ Participate in initiatives to recruit and retain SBHS Nurses.</li> <li>✓ Work with the School Nursing Team and employer to identify current and future staffing resource requirements and in the development of strategies to address these.</li> <li>✓ Develop a specific orientation plan for Service area.</li> </ul>
<u>Utilise Information Technology</u>	<ul style="list-style-type: none"> <li>✓ Demonstrate ability to access and use available clinical information systems.</li> <li>✓ Be conversant with applications required for this role; MedTech, PIMS, Concerto, MS Office Suite and MS Outlook.</li> <li>✓ Maintain own professional development by attending relevant IT educational programmes.</li> </ul>
<u>Office Maintenance</u>	<ul style="list-style-type: none"> <li>✓ Support a presentable hot desking office environment by keeping: <ul style="list-style-type: none"> <li>✓ Clean and organised desk space</li> <li>✓ Cleanliness and hygiene of office equipment (computer, phone, keyboard, etc).</li> <li>✓ Completed/finalised documents are filed</li> <li>✓ Neat and tidy kitchen and lunch room (dishes in the dishwasher, surfaces wiped, rubbish disposed, etc).</li> </ul> </li> </ul>

## PERSON SPECIFICATION

	<b>ESSENTIAL</b>	<b>HIGHLY DESIRABLE</b>
<u>EDUCATION</u>	<ul style="list-style-type: none"> <li>• Registered Nurse with current practising certificate</li> <li>• Post Graduate diploma relevant to youth health and working towards a master's degree relevant to youth health</li> </ul>	<ul style="list-style-type: none"> <li>• Adult Education certificate</li> </ul>
<u>EXPERIENCE/ KNOWLEDGE</u>	<ul style="list-style-type: none"> <li>• A minimum of five years experience in Youth Health nursing.</li> <li>• Meets the specialty or advanced criteria of the Youth Health Nursing Knowledge and Skills Framework 2014.</li> <li>• Clinical teaching experience.</li> <li>• The ability to work independently and be a</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with immunisation processes</li> <li>• Experience with clinical supervision</li> <li>• Experience working in SBHS</li> <li>• Experience working</li> </ul>

	<p>member of a team.</p> <ul style="list-style-type: none"> <li>• Commitment to ongoing education at post-graduate level.</li> <li>• Basic knowledge and understanding of medico/legal and ethical responsibilities.</li> <li>• A current driver's license.</li> </ul>	<p>with Māori &amp; Pacific youth</p>
<p><u>PERSONAL AND PROFESSIONAL QUALITIES</u></p>	<ul style="list-style-type: none"> <li>• High standards of professionalism and integrity.</li> <li>• A strong commitment to the development of School Based Health Services</li> <li>• Ongoing education and career plan.</li> <li>• A capacity to demonstrate strong leadership.</li> <li>• A strong youth focus</li> <li>• A strong commitment and genuine interest in quality service delivery.</li> <li>• A commitment to the development of the nursing profession</li> <li>• The ability to communicate effectively with all levels of staff and develop relevant networks.</li> <li>• A good listener.</li> <li>• Demonstrates a commitment to cultural awareness and its application to nursing practise.</li> <li>• Respect for individuals from diverse backgrounds.</li> <li>• Active involvement in relevant professional/other organisations.</li> <li>• A passion for improving nursing practise and standards of care within the secondary educational setting.</li> <li>• Group skills - ability to manage and work with team focus.</li> <li>• Flexibility.</li> </ul>	<ul style="list-style-type: none"> <li>• Member of SYPHANZ</li> </ul>