



JOB DESCRIPTION

RN SBHS & Alt Ed

Position:	Registered Nurse: <ul style="list-style-type: none">Youth Health Nurse in School Based Health Services (SBHS) :- Alternative Education Settings, Kura Kaupapa & designated schools
Purpose:	<u>SBHS & Alt Ed</u> To provide nursing assessment, intervention, follow up and referral of young people and their families in the community in accordance with the SBHS contract within the Integrated Youth Primary Health Service

INCUMBENT'S PERSONAL DETAILS

Employee Name:	
Phone No:	
Mobile No:	
Fax No:	
Email:	

AUTHORITIES

Reports To:	Programme Manager, SBHS
Number of Direct Reports:	Nil
Staffing:	Nil
Financial Authority:	Nil

KEY RESPONSIBILITIES – SBHS & Alt Ed Settings

<u>Key Accountabilities:</u>	<u>Tasks:</u>
Practices youth health nursing to a high professional standard, demonstrating professional responsibility	<ul style="list-style-type: none"> ✓ Demonstrates expert clinical competency, providing consistent best practice, evidenced based care for young people and their families. ✓ Practices nursing in a manner that the young person and their family/whanau determine as culturally appropriate ✓ Young people’s health needs are identified, and appropriate action taken in accordance with evidence based practice. ✓ Demonstrates an understanding of young people’s strengths and works to affirm and develop their potential as individuals and as members of the wider community. ✓ Uses sound judgment and appropriate communication methods to provide advice, or develop management plans in partnership with the young person. ✓ Documents assessment, continuing care and management plan, evaluation ensuring clients records meet Health & Disability Standards. ✓ Participates in case review and peer review. ✓ Participates in supervision. ✓ Ensures that young people and their families are linked to Primary Care. ✓ Young people identified with child protection issues are referred to Oranga Tamariki in following organizational processes and policies.
Supports health and wellbeing of young people and their family in alternative education centres	<ul style="list-style-type: none"> ✓ Undertakes health screens of students in identified Alternative Educations Centres, Kura or designated schools ensuring SBHS targets are met. ✓ Advocates for health services for young people ✓ Strong links are established with community agencies, networks and organisations that impact on the health and well being of the client and community. ✓ Clients and their families are provided with the best possible information and resources to enhance their wellbeing ✓ Builds collaborative relationships with education providers to provide optimum support for young people ✓ Schools/ alternative education centres are supported in health promotion/education activities as appropriate. ✓ Works co-operatively with variety of community agencies

<p>Contributes to continuous Quality Improvement activities</p>	<ul style="list-style-type: none"> ✓ Provides input into clinical audit, policy review and change processes to ensure contemporary evidence based practice in youth health speciality. ✓ Contributes to the development of standards of practice, protocols and policies related to the Youth Health Hub. ✓ Provides reports as per SBHS contract to the Nurse Educator ✓ Identifies and addresses barriers to patient/client, family or whanau satisfaction ✓ Promotes a culture which fosters the provision of positive client outcomes ✓ Identifies situations of clinical risk and takes appropriate actions to ensure a safe environment for clients, families/whanau and staff. ✓ Ensures service targets and deliverables are met as agreed or negotiated. possible
<p>Maintains Professional Development and Clinical Competency, as per National Youth Health Nursing Knowledge and Skills framework</p>	<ul style="list-style-type: none"> ✓ The Health Practitioner Competence Assurance Act obligations are adhered to: maintaining competence, updating knowledge, undergoing competence assessment ✓ Work within the relevant legal and ethical frameworks. ✓ Undertakes on-going learning as agreed in the annual Professional Development plan i.e. in-service, self-learning, study days, post graduate learning. ✓ Practices in accordance with best practice legal, ethical and professional standard. ✓ Maintains own clinical expertise and knowledge in current specialty to facilitate service development. ✓ Identifies and promotes development based on knowledge of service needs and Youth Health Hub strategic direction. ✓ Attends educational opportunities/conferences relevant to youth nursing role and scope of practice where possible ✓ Attends supervision and peer review meetings facilitated by the Nurse Educator
<p>Health and Safety</p>	<ul style="list-style-type: none"> ✓ Recognise individual responsibility for workplace Health and Safety under the Health and Safety Act 1992. ✓ Ensure a safe working environment and safe working practises. ✓ Plan, lead organise and control Health and Safety activities directed at preventing harm in the workplace, in consultation with employees and Health & Safety representatives for area. ✓ Ensure that all accidents/incidents in the workplace are investigated, and that hazards are recognised and adequate controls put in place.
<p>Cultural Safety Commitment to the principals of Treaty of Waitangi and Honouring Cultural Diversity</p>	<ul style="list-style-type: none"> ✓ Have an awareness of Tikanga Maori, and an active understanding of the Treaty of Waitangi. ✓ Cultural Awareness and ability to action for Maori
<p>Utilise Information Technology</p>	<ul style="list-style-type: none"> ✓ Demonstrate ability to access and use available clinical information systems. ✓ Be conversant with applications required for your specific role. For example, MedTech, PIMS, MS Office Suite and MS Outlook. ✓ Maintain own professional development by attending relevant IT educational programmes.
<p>Clinic Maintenance</p>	<ul style="list-style-type: none"> ✓ Support a presentable and hygienic clinic environment ✓ Ensure all mobile clinical supplies are well stocked and clinical equipment cleaned and calibrated. Ensure all clinical wastes are disposed of appropriately

	<ul style="list-style-type: none"> ✓ Maintain office equipment (computer, phone, keyboard, etc) in good order ✓ Completed/finalised documents are securely filed or stored ✓ Contribute to neat and tidy shared utility spaces.
Effective Team Member	<ul style="list-style-type: none"> ✓ Provide a positive working environment working alongside other Youth Health Hub staff. Provide support if required to other Youth Clinics ✓ Undertake any other task that may required by the Clinical Director or Service Manager.

PERSON SPECIFICATION

	ESSENTIAL	HIGHLY DESIRABLE
<u>EDUCATION</u>	<ul style="list-style-type: none"> ✓ Registered Nurse with current practising certificate 	<ul style="list-style-type: none"> ✓ Post Graduate qualifications relevant to youth health (or in progress)
<u>EXPERIENCE/ KNOWLEDGE</u>	<ul style="list-style-type: none"> ✓ A minimum of three years experience in Youth Health nursing. ✓ Meets the specialty criteria of the Youth Health Nursing Knowledge and Skills Framework 2014. ✓ Trained in HEADSSS Assessment ✓ The ability to work independently and be a member of a team. ✓ Commitment to ongoing education at post-graduate level. ✓ Basic knowledge and understanding of medico/legal and ethical responsibilities. ✓ Clinical teaching experience. ✓ A current driver's license. 	<ul style="list-style-type: none"> ✓ Experience in sexual health ✓ Experience with working with Maori & Pacific youth ✓ Able to converse in Te Reo
<u>PERSONAL AND PROFESSIONAL QUALITIES</u>	<ul style="list-style-type: none"> ✓ High standards of professionalism and integrity. ✓ Ongoing education and career plan. ✓ A capacity to demonstrate strong leadership. ✓ A strong youth focus ✓ A strong commitment and genuine interest in quality service delivery. ✓ A commitment to the development of the nursing profession. ✓ The ability to communicate effectively with all levels of staff and develop relevant networks. A good listener. ✓ Demonstrates a commitment to cultural awareness and its application to nursing practise. ✓ Respect for individuals from diverse backgrounds. ✓ Active involvement in relevant professional/other organisations. ✓ A passion for improving nursing practise and standards of care within the secondary educational setting. ✓ Group skills- ability to manage and work with team focus. ✓ Flexibility. 	<ul style="list-style-type: none"> ✓ Evidence of current Nursing Portfolio at level 3 or higher

Meetings

HealthWEST staff meeting
 Youth Health Hub Team Meeting
 SBHS Nurses Meeting
 Case Review
 Any other meetings as approved or required

KEY RESPONSIBILITIES – Youth Health Clinics

Key Accountabilities:	Tasks:
Practices youth health nursing to a high professional standard, demonstrating professional responsibility	<ul style="list-style-type: none"> ✓ Demonstrates expert clinical competency, providing consistent best practice, evidenced based care for young people and their families. ✓ Practices nursing in a manner that the young person and their family/whanau determine as culturally appropriate ✓ Young people’s health needs are identified, and appropriate action taken in accordance with evidence based practice. ✓ Uses sound judgment and appropriate communication methods to provide advice, or develop care plans in partnership with the young person. ✓ Maintains accurate client documentation Documents all any Ensures all referrals made are of high professional standard. ✓ Participates in case and peer review. ✓ Participates in supervision. ✓ Young people identified with child protection issues are referred to Child Youth and Family Service following organizational processes and policies
Advocates for an integrated approach to support the health and wellbeing of young people and their family	<ul style="list-style-type: none"> ✓ Works closely within a wider multi-disciplinary Youth Hub Health team as required in a collaborative manner ✓ Builds collaborative relationships with GP, Practice Nurses and other Care Providers within the local community to provide optimum support for young people ✓ Strong links are established with community agencies, networks and organisations that impact on the health and well-being of the client and community. ✓ Clients and their families are provided with the best possible information and resources to enhance their wellbeing ✓ Works co-operatively with variety of community agencies
Promotes Youth friendly practice	<ul style="list-style-type: none"> ✓ Ensures young person is a partner in the development of their care plan ✓ Young person’s feedback is sought on a regular basis and informs approach.
Contributes to increased access to primary health care	<ul style="list-style-type: none"> ✓ Ensures Young people access to health care in youth appropriate locations. ✓ Utilises strategies which optimise youth engagement ✓ Identifies barriers that have prevented young people accessing other mainstream primary service ✓ Contribute to better health literacy for young people
Contributes to continuous Quality Improvement activities	<ul style="list-style-type: none"> ✓ Provides input into clinical audit, policy review and change processes to ensure contemporary evidence based practice in youth health speciality. ✓ Contributes to the development of standards of practice, protocols and policies related to the Youth Health Hub. ✓ Identifies and addresses barriers to patient/client, family or whanau satisfaction ✓ Promotes a culture which fosters the provision of positive client outcomes ✓ Identifies situations of clinical risk and takes appropriate steps to refer to relevant secondary services. ✓ Identifies situations which highlight care and protection concerns for the young person and takes appropriate steps to refer to relevant agencies. ✓ Ensures service targets and deliverables are met wherever possible

Maintains Professional Development and Clinical Competency, as per National Youth Health Nursing Knowledge and Skills framework	<ul style="list-style-type: none"> ✓ The Health Practitioner Competence Assurance Act obligations are adhered to: maintaining competence, updating knowledge, undergoing competence assessment ✓ Work within the relevant legal and ethical frameworks. ✓ Undertakes on-going learning i.e. in-service, self-learning, study days, post graduate learning. ✓ Practices in accordance with best practice legal, ethical and professional standard. ✓ Maintains own clinical expertise and knowledge in current specialty to facilitate service development. ✓ Identifies and promotes development based on knowledge of service needs and Youth Health Hub strategic direction. ✓ Attends educational opportunities/conferences relevant to youth nursing role and scope of practice where possible
Health and Safety	<ul style="list-style-type: none"> ✓ Recognise individual responsibility for workplace Health and Safety under the Health and Safety Act 1992. ✓ Contribute to Health and Safety activities directed at preventing harm in the workplace, in consultation with employees and Health & Safety representatives for area. ✓ Ensure that all accidents/incidents in the workplace are investigated, and that hazards are recognised and adequate controls put in place.
<u>Cultural Safety</u> Commitment to the principals of Treaty of Waitangi and Honouring Cultural Diversity	<ul style="list-style-type: none"> ✓ Integrated Awareness of the Treaty of Waitangi and the special access needs of Maori into administration and communication processes. ✓ Keep the Treaty of Waitangi while acknowledging cultural and social differences of all.
Utilise Information Technology	<ul style="list-style-type: none"> ✓ Demonstrate ability to access and use available clinical information systems. ✓ Be conversant with applications required for your specific role. For example, MedTech, PIMS, Concerto, MS Office Suite and MS Outlook. ✓ Maintain own professional development by attending relevant IT educational programmes.
Clinic Maintenance	<ul style="list-style-type: none"> ✓ Support a presentable and hygienic clinic environment ✓ Ensure all clinical supplies are well stocked and clinical equipment cleaned and calibrated. Ensure all clinical wastes are disposed of appropriately ✓ Maintain Cleanliness and hygiene of office equipment (computer, phone, keyboard, etc). ✓ Completed/finalised documents are securely filed ✓ Contribute to neat and tidy shared utility spaces.
Effective Team Member	<ul style="list-style-type: none"> ✓ Provide a positive working environment working alongside other Youth Health Hub staff ✓ Provide support if required to other Youth Clinics ✓ Undertake any other task that may require by the Clinical Director or Service Manager.

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<u>EXPERIENCE/ KNOWLEDGE</u>	<ul style="list-style-type: none"> ✓ A minimum of three years experience in Youth Health nursing. ✓ Meets the specialty criteria of the Youth Health Nursing Knowledge and Skills Framework 2014. ✓ Trained in HEADSSS Assessment ✓ The ability to work independently and be a member of a team. ✓ Commitment to ongoing education at post-graduate level. ✓ Basic knowledge and understanding of medico/legal and ethical responsibilities. ✓ A current driver's license. 	<ul style="list-style-type: none"> ✓ Experience in sexual health/contraception ✓ Experience with working with Maori & Pacific youth ✓ Adolescent & Young Adult Mental Health/brief intervention experience
<u>PERSONAL AND PROFESSIONAL QUALITIES</u>	<ul style="list-style-type: none"> ✓ High standards of professionalism and integrity. ✓ Ongoing education and career plan. ✓ A team player who is committed to working collaboratively ✓ A strong youth focus ✓ A strong commitment and genuine interest in quality service delivery. ✓ A commitment to the development of the nursing profession. ✓ The ability to communicate effectively with all levels of staff and develop relevant networks. A good listener. ✓ Demonstrates a commitment to cultural awareness and its application to nursing practise. ✓ Respect for individuals from diverse backgrounds. ✓ Active involvement in relevant professional/other organisations. ✓ Flexibility 	

Meetings	Frequency
HealthWEST staff meeting	Quarterly
Youth Health Hub Team Meeting	Monthly
Any other meetings as approved and required	Monthly