



AVONDALE
COLLEGE

Avondale College Position Description

June 2023

| | |
|---------------------------------|---|
| Name | |
| Title | Lead Nurse |
| Department | Health Clinic |
| Reporting To | Business Manager |
| Functional Relationships | Students, college staff, parents, medical professionals, school nurses group, school counsellors, police. |
| Purpose of Position | To provide quality health care and related nursing services to students and staff |

| Key Result Areas | Expected Outcomes |
|---|---|
| <p>To identify and provide appropriate treatment for students' illnesses and staff who become unwell at work.</p> <p>To identify injuries requiring first-aid attention / medical attention and ensure such injuries are dealt with promptly and professionally</p> | <p>Ensure provision of professional nursing-based care to unwell students and staff.</p> <p>Ensure prompt referral to medical care for injuries/illnesses outside nurses' scope of practice. Provide professional referral notes.</p> <p>Ensure parental understanding of nursing treatment and parental follow up responsibilities.</p> <p>Ensure detection, prompt treatment and reporting of issues affecting student and staff health and safety.</p> |
| <p>To maintain confidentiality of all student and staff health issues, unless they fall within the 3 harms.</p> | <p>Ensure confidential health records of students and staff are maintained and the confidentiality policy is adhered to.</p> <p>Maintain an up to date confidential folder of staff medical conditions.</p> |
| <p>To provide ongoing nursing support to students when asked by outside health services.</p> <p>To provide health assessments / clearance for students</p> <p>To administer medications in accordance with Medical Practitioner specifications.</p> | <p>Carry out screening for identified students (i.e. Asthma, Blood Glucose Monitoring, Weight tracking, Blood Pressure Monitoring).</p> <p>Complete health forms for Gateway placements and Spirit of Adventure Voyages.</p> <p>Ensure students receive medication in a timely manner and complete all relevant documentation.</p> <p>Ensure student medication is storage securely and correctly in the Health Clinic.</p> |
| <p>Be available to assist as required at the yearly Blood Bank visit and Dental Van visit.</p> | <p>Assist unwell students and staff if needed post Blood Bank visits and students post Dental Van visit.</p> |

| Key Result Areas | Expected Outcomes |
|--|--|
| To identify students needing referral to the Asthma Nurse Specialist who visits twice per term. | <p>Ensure students who require additional support with their asthma are identified and referred to the Asthma Nurse Specialist.</p> <p>Liaise with student's families regarding their child's asthma.</p> |
| To identify students with known Anaphylaxis | Ensure staff are aware of these students and provide training to staff on how to manage these students in an emergency. |
| To provide appropriate health education to students and staff | <p>Provide students and their families with written health information in a variety of languages.</p> <p>Provide written handouts and teaching sessions to staff on first aid management of asthma, epilepsy, diabetes and unconscious patient.</p> |
| To provide functional medical equipment in the Health Clinic. | Weekly checking of A.E.D's in Health Clinic and Administration Area. |
| Liaison with Taurewa team regarding health issues for the student camp. | <p>Give final health clearance for students to attend Taurewa.</p> <p>Provide students Action Plans for Diabetes, Asthma and Anaphylaxis.</p> <p>Consult with Taurewa Director on Health and Safety issues.</p> |
| To identify students who require greater assistance due to their health issues. | <p>To ensure immunosuppressed students have been contacted by Health Clinic staff in the event of the Auckland Regional Public Health Service informing the College of a confirmed case of infectious illness.</p> <p>To liaise with Senior Management on informing students, families and staff of a confirmed case of an infectious illness.</p> |
| Liaise with the Guidance Team and Senior Management regarding student health issues. Provide confidential referral of students with mental health issues to the Guidance Team. | <p>Counsellors to provide counselling and/or refer to adolescent mental health agencies as appropriate.</p> <p>Guide and manage physical health needs of students under the Guidance Team.</p> <p>Assist with referrals disclosures of physical and sexual abuse to police and Puawaitahi.</p> |
| Oversee ACC administration | <p>Ensure all ACC forms and documents completed and all claims sent to ACC.</p> <p>Attend to ACC related cases and follow up as required.</p> |

| Key Result Areas | Expected Outcomes |
|--|--|
| Liaise with Physio regarding clients | Identify students requiring referral to Physio staff. Ensure Physio staff are kept up to date regarding relevant health issues. |
| Be a member of the Health and Safety Committee | To offer guidance on health matters. |
| Other Tasks | Complete other task/project related goals and objectives as delegated by and agreed with your Manager. |

Person Specification

Experience/Qualifications

Essential:

- Current New Zealand Registration
- Bachelor of Nursing / Diploma in Nursing qualification – or other equivalent qualification
- Experience working with children

Desirable:

- Experience working in a school environment
- Experience working with Microsoft Office and database systems

Skills and Attributes

- Ability to work and contribute to a team environment and goals
- Flexibility, being able to vary tasks and adapt to a range of situations
- Effective time management, being able to plan and prioritise tasks to complete within agreed timeframes.
- High professional and personal standards with quality output of work
- Self motivated with ability to demonstrate own initiative
- Accuracy and attention to detail
- Excellent communication skills both verbal and written
- Ability to coordinate multiple activities under pressure and tight time constraints
- Strong customer focus
- Approachable and friendly manner

Name:

Signed:.....Employee Date: _____

Name:

Signed:.....Manager Date: _____