



AVONDALE
COLLEGE

Avondale College Position Description

June 2023

Name	
Title	Nurse
Department	Health Clinic
Reporting To	Lead Nurse
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>Ensure all medication is within expiry dates and that parents are notified, in a timely manner, when supplies are low or out of date</p>

Key Result Areas	Expected Outcomes
Be available to assist as required at the yearly Blood Bank visit and Dental Van visit.	Assist unwell students and staff if needed post Blood Bank visits and students post Dental Van visit.
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 the Asthma Nurse Specialist post visits. Record her notes in the student's notes and follow up with students she requests.</p> <p>Liaise with student's families regarding their child's asthma.</p>
To identify students with known Anaphylaxis	<p>Ensure staff are aware of these students and provide training to staff on how to manage these students in an emergency.</p> <p>Keep updated records of School Action Plans and EpiPen expiry dates. Notify parents, within a timely manner, when these needs updating.</p>
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>Have up to date youth friendly health education posters, pamphlets and displays.</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.	<p>Monthly checking of Emergency bag and Emergency supplies in the Health Clinic.</p> <p>Weekly checking of A.E.D's in Health Clinic and Administration Area.</p> <p>Ensure Diabetes Meters are calibrated regularly.</p>
Liaison with Taurewa team regarding health issues for the student camp.	Provide students Action Plans for Diabetes, Asthma and Anaphylaxis.
To identify students who require greater assistance due to their health issues.	Ensure civil defence list, immunosuppressed students list and students with serious medical conditions board are kept up to date.
Liaise with the Guidance Team regarding Student health issues. Provide confidential referral of students with mental health issues to the Guidance Team.	Counsellors to provide counselling and/or refer to adolescent mental health agencies as appropriate.

Key Result Areas	Expected Outcomes
Oversee ACC administration	Ensure all ACC forms and documents completed and all claims sent to ACC. Attend to ACC related cases and follow up as required.
Liaise with Physio regarding clients	*Identify students requiring referral to Physio staff. *Ensure Physio staff are kept up to date regarding relevant health issues.
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:_____