



AVONDALE  
COLLEGE

# Avondale College Position Description

March 2025

<b>Title</b>	School Registered Nurse – Enhanced School Based Health Services (ESBHS)
<b>Department</b>	Health Clinic
<b>Reporting To</b>	Lead Nurse, DP, Business Manager
<b>Functional Relationships</b>	Students, college staff, parents, medical professionals, school nurses' group, school counsellors, police, Health NZ/Te Whatu Ora, ESBHS nurse educators.
<b>Purpose of the Role:</b>	<p>To provide a high quality, effective and safe nursing care in the community to adolescents enrolled in Enhanced School Based Health Services schools, which reflects Avondale College and Te Whatu Ora's values and standards.</p> <ul style="list-style-type: none"> <li>• Incorporates health promotion and identification of unmet health need, address inequities in health and health outcomes, and foster individual and family/ whānau resilience and healthy communities.</li> <li>• Provide skilled HEEADSS (Home, Education, Eating, Activities, Drugs &amp; Alcohol, Sexuality, and Suicide) assessments and follow-up to high-risk young people and/or support nurses in ESBHS schools to undertake additional assessments and provide comprehensive nursing services.</li> <li>• Provide follow up and referral of young people and their families in a school and community setting using contemporary youth-appropriate nursing care standards that ensures that care delivery is safe, appropriate, and clinically effective.</li> <li>• Participates in School Based specific projects when required by Te Whatu Ora ESBHS.</li> <li>• Adopts a community development approach where primary care and other services are provided in communities surrounding high need ESBHS schools.</li> <li>• Ensure that a collaborative approach is adopted for young people and families by involving multidisciplinary youth health services when working with families, whānau and communities in a culturally safe way.</li> <li>• Support students to take responsibility for their own health care and promote the appropriate use of health services.</li> <li>• Responds to MOH priorities as required for local and national Public Health Emergencies and Population Health priorities.</li> </ul>
<b>Key Result Areas</b>	<b>Expected Outcomes</b>
<p><b>Practices nursing to demonstrate professional responsibility:</b></p> <ul style="list-style-type: none"> <li>• Communication</li> <li>• Cultural Safety</li> <li>• Management of Nursing Care</li> <li>• Management of the Environment</li> </ul>	<ul style="list-style-type: none"> <li>• Practice in accordance with legal, ethical, culturally safe and professional standards, including the Privacy Act, Medicines Act and regulations, Health Practitioners Competency Act 2004 and the Contraception, Sterilisation and Abortion Act 1997, Code of Health and disability Services Consumer Rights (1996).</li> <li>• Nurse accepts responsibility for safety and quality of nursing practice and conduct. Accepts accountability for action, omissions, and commissions.</li> <li>• Nursing practice is provided in a culturally safe manner and supports the principles of the Treaty of Waitangi/Te Tiriti o Waitangi: protection, participation, and self-determination. The client determines care as culturally safe.</li> <li>• At all times applies the nursing process: skilled assessment, planning, implementation of best practice and evaluation. Directs monitors and evaluates nursing care that is provided by health care assistants. Delegation is appropriate.</li> </ul>

	<ul style="list-style-type: none"><li>• The environment is managed to achieve client safety, independence, quality of life and health. Individual responsibility for Workplace Health and Safety under the Health and Safety at Work Act 2015 is recognized and appropriate action taken.</li><li>• Practice reflects competence in clinical skills required to meet identify the needs of students (see service technical competencies) and staff.</li><li>• Identify situations of clinical risk and take appropriate actions to ensure a safe environment for students, families/ whānau and staff.</li></ul>
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<p><b>Management of nursing care to the highest professional standard possible to provide youth-focused care.</b></p>	<p>To provide a high quality, effective and safe nursing care in the community to young people and their families, and the wider community and that reflects Avondale College Te Whatu Ora's values and standards.</p> <ul style="list-style-type: none"> <li>• which incorporates disease prevention, health promotion and early intervention of illness that addresses inequities in health and health outcomes and fosters individual and family/ whānau resilience and healthy communities.</li> <li>• provide HEEADSS assessments, interventions, follow up and referral of young people, and their families in secondary school settings using contemporary, youth appropriate nursing care standards that ensures that care delivery is safe, appropriate, and clinically effective.</li> <li>• Delivers disease specific treatments under Standing Orders providing primary care to prevent further serious health outcomes and reduce hospital admissions for young people.</li> <li>• Adopts a community development approach where primary care and other services are provided in communities surrounding ESBHS schools.</li> <li>• Works in partnership with ESBHS General Practitioners and clinical psychologists, as well as school based pastoral care and other health staff.</li> <li>• Ensure that a collaborative approach is adopted for young people and families by involving multidisciplinary youth health services when working with families, whānau, communities in a culturally safe way.</li> <li>• Responds to MOH priorities as required for local and national Public Health Emergencies and Population Health priorities.</li> <li>• Provide assessment and appropriate follow up of abuse /neglect referrals as per Avondale College - Te Whatu Ora ESBHS schools policy.</li> <li>• All clients receive a HEEADSS assessment to identify needs and risks that will affect care plans and interventions required.</li> <li>• Demonstrate skill in youth health (including mental health and sexual health).</li> <li>• Nursing care is provided in a reliable way, to meet needs in a timely manner.</li> <li>• Accurately document assessment of student's health status, diagnosis and decisions made regarding interventions and referrals or follow-up.</li> <li>• Identify client's readiness to learn and implements teaching appropriately.</li> <li>• All practice interventions are managed in a safe and appropriate manner and according to best practice guidelines. e.g., administration of interventions, treatments, medications</li> <li>• The client has adequate explanation of the effects, consequences, and alternatives of proposed treatment options.</li> <li>• Client progress/outcomes are evaluated in partnership with the client.</li> <li>• Health education is appropriate to the needs of the clients within a nursing framework.</li> <li>• Documentation is accurate and maintains confidentiality of information.</li> <li>• Exit from the service is managed skilfully; is documented and a discharge summary is made available to the child/family and their primary health provider.</li> <li>• Nursing action is appropriate to protect the nurse and others when faced with unexpected client responses, confrontation, personal threat or other crisis situations.</li> <li>• Ensure student medication is stored securely and correctly in the Health Clinic.</li> <li>• Evaluation/reflection/case review on the effectiveness of nursing care is undertaken with peers to achieve improvement.</li> <li>• Demonstrates respect, empathy and interest in client and establishes rapport and trust with the client.</li> <li>• Encourage active participation of students in relation to their own health care and prevention activities</li> </ul>
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<p><b>Management of School Based Services, and Community Engagement</b></p>	<ul style="list-style-type: none"> <li>• Works collaboratively to support delivery of immunisation programmes to un-immunised or under-immunised students in ESBHS schools in a safe, efficient and professional manner.</li> <li>• Provides Rheumatic Fever swabbing programmes in ESBHS as required.</li> <li>• Provides hearing and vision health services to identified patients.</li> <li>• Responds to Regional or National Public Health alerts, as directed by Auckland Regional Public Health team.</li> <li>• Provide consultation to ESBHS schools on child protection issues for young people.</li> <li>• ESBHS schools and community supported in health promotion / education activities as appropriate.</li> <li>• ESBHS schools and community feel supported in their health care concerns.</li> <li>• Will establish links and collaborate with Health Promoting ESBHS schools Advisors, Social Workers, Non-Government Organisations (NGOs) and other agencies to develop strategies, responding to identified school and community health need.</li> <li>• Serves as a resource to staff on the selection, development and delivery of the Health and PE curriculum.</li> <li>• Provide ongoing communication with the school and wider local community to help raise student and parent awareness of services available and how to access them.</li> <li>• Work with school initiatives that promote youth development and youth supportive philosophy e.g. Student health council.</li> </ul>
<p><b>Interpersonal relationships</b></p>	<ul style="list-style-type: none"> <li>• Relationships with clients are appropriate, caring, and therapeutic to achieve agreed health outcomes, using a partnership approach with students, families and ESBHS schools.</li> <li>• Professional and personal boundaries are maintained to ensure safety of client and their families, nurse, and the organisation.</li> <li>• Relationships are value-oriented: respectful, open, compassionate, and with integrity.</li> <li>• Communication is effective with clients and members of the school pastoral and health care team in all interactions.</li> <li>• Environment is managed to facilitate calmness so the client and their family can make sense of what is happening for them.</li> </ul>
<p><b>Interprofessional health care and quality improvement</b></p> <ul style="list-style-type: none"> <li>• Team relationships</li> <li>• Quality Improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Supports Lead Nurse with timely and accurate quarterly reporting as per Ministry of Health, and Avondale College Te Whatu Ora ESBHS requirements.</li> <li>• Issues reported to Lead Nurse and / or Nurse Educator.</li> <li>• Relationships with all nursing and allied health colleagues are professional, positive, and collaborative to facilitate and co-ordinate care that achieves desired health outcomes.</li> <li>• Professional approach recognises, respects, and values the roles and skills of all members of the health care team in the delivery of care.</li> <li>• Clinical safety is a key priority in practice. Completes orientation, undertakes in-service education, uses the policies and procedures to guide practice.</li> <li>• Policies are adhered to e.g., confidentiality, privacy, child protection.</li> <li>• Action taken improves quality of care and practice (best practice, audit, case review, corrective action) improves the standards of nursing practice.</li> <li>• Participate in case review and debriefing activities, including weekly case management meetings and monthly school nurses meetings.</li> <li>• Monitor project objectives and meet reporting requirements for MOH, contract providers and Avondale College.</li> <li>• Participate in regular internal educations both presenting to the Avondale College Health Clinic staff and receiving education from fellow colleagues.</li> </ul>

<b>Professional development</b>	<ul style="list-style-type: none"> <li>Attend training and clinical supervision sessions to develop and maintain competencies based on the EBHS professional development programme.</li> <li>Maintain own professional portfolio and annual practice registration.</li> <li>Attends monthly cluster meetings as organized by the ESBHS nurse educator/s.</li> <li>Receive regular CPR and first aid updates and work toward registration with the nursing council to give Emergency Contraceptive Pill - if not already registered.</li> <li>The Health Practitioner Competence Assurance Act obligations are adhered to maintaining competence, updating knowledge, undergoing competence assessment and annually reapplying for a practicing certificate.</li> <li>Complies with the Te Whatu Ora ESBHS Professional Development &amp; Recognition Programme without prompting. Presents portfolio as per policy requirements. Annually seeks peer review and completes the competence assessment process as required.</li> <li>Undertakes on-going learning i.e., in-service, self-learning, study days, post graduate learning.</li> </ul>
<b>Statutory &amp; Treaty of Waitangi obligations</b>	<ul style="list-style-type: none"> <li>Ensures the professional and political integrity of Avondale College Te Whatu Ora ESBHS by carrying out all functions in compliance of the Treaty of Waitangi and by demonstrating a serious commitment to keeping the Treaty alive.</li> <li>Shows sensitivity to cultural complexity in the workforce and child population</li> </ul>
<b>To recognise individual responsibility for workplace Health &amp; Safety under the Health and Safety at Work Act 2015</b>	<ul style="list-style-type: none"> <li>Following &amp; complying with H&amp;S policies and processes and applying them to their own work activities, including using/wearing Personal Protective Equipment as required.</li> <li>Participating in activities directed at preventing harm and promoting well-being in the workplace.</li> <li>Identifying, reporting and self-managing hazards where appropriate.</li> <li>Early and accurate reporting of incidents at work and raising issues of concern when identified.</li> <li>Ensure detection, prompt treatment and reporting of issues affecting student and staff health and safety.</li> </ul>
<b>Outside Health Service Providers:</b> <ul style="list-style-type: none"> <li>Dental Van</li> <li>Blood Bank</li> <li>Mobile Asthma Unit</li> <li>Immunisation providers</li> </ul>	<ul style="list-style-type: none"> <li>Be available to assist as required at the yearly Dental Van, Blood Bank visit and Asthma Van visits. Along with additional external health providers as directed by the Lead Nurse.</li> <li>Assist unwell students and staff if needed post blood bank visits.</li> <li>Supporting co-ordination with external providers for catchup student immunisation programme.</li> <li>Liaise with the Asthma Nurse Educators post visit. Record notes and complete follow up.</li> <li>Supporting students post dental van visit and to act as liaison person between family/dental van service.</li> </ul>
<b>Medical Equipment and Supplies for Health Clinic</b>	<ul style="list-style-type: none"> <li>Weekly checking of A.E.D's in the college.</li> <li>Always ensuring sufficient medical supplies for Health Clinic report needs to the Lead Nurse.</li> <li>Ensure supplies are ready for urgent emergency call outs.</li> <li>Ensure medication is stored securely and correctly in the Health Clinic.</li> </ul>
<b>Liaison with Taurewa team</b>  <b>Gateway Placements</b>	<ul style="list-style-type: none"> <li>Assist with Taurewa team health clearance for students to attend Taurewa school camp, support to provide students Action Plans for Diabetes, Asthma and Anaphylaxis and consult with Taurewa Director on Health and Safety issues.</li> <li>Assist Lead Nurse to complete health assessments and clearance for students attending Gateway placements.</li> </ul>
<b>Infectious Disease/Illness Management</b>	<ul style="list-style-type: none"> <li>To support Lead Nurse to ensure immunosuppressed students have been contacted in the event of the Auckland Regional Public Health Service informing the College of a confirmed case of infectious illness.</li> </ul>
<b>ACC Administration</b>	<ul style="list-style-type: none"> <li>Ensure all ACC forms and documents completed and passed to admin staff for processing.</li> <li>Attend to ACC related cases and follow up as required.</li> </ul>

<b>Reporting requirements</b> <ul style="list-style-type: none"> <li>• Te Whatu Ora</li> <li>• Board of trustees</li> </ul>	<ul style="list-style-type: none"> <li>• Support Lead Nurse with any information required for reporting purposes.</li> </ul>
<b>Other Tasks and changes</b>	<ul style="list-style-type: none"> <li>• Participate in school based specific projects when required by the wider Te Whatu Ora requirements.</li> <li>• Complete other task/project related goals and objectives as delegated by and agreed with your Manager.</li> <li>• This Job description will continue to evolve while Te Whatu Ora, contract is rolled out and full impact of the role is established.</li> </ul>

## PERSON SPECIFICATION

### POSITION TITLE: School Registered Nurse – ESBHS (Enhanced School Based Health Services)

<b>Qualification</b>	<ul style="list-style-type: none"> <li>• Registered Nurse (RGON, RCpN, RPN, BHSc)</li> <li>• Post-graduate Youth Health qualification or willing to work toward an appropriate post graduate qualification.</li> <li>• Current APC as Registered Nurse in New Zealand</li> <li>• Current clean drivers license.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Five years post graduate clinical practice experience</li> <li>• Recent experience in youth health and community nursing preferred.</li> <li>• Committed to post graduate education to extend knowledge.</li> </ul>
<b>Skills / Knowledge/ Behaviour</b>	<ul style="list-style-type: none"> <li>• Youth health skills acquired by experience and training.</li> <li>• Applies contemporary nursing standards and care.</li> <li>• Practices nursing to demonstrate professional responsibility.</li> <li>• Meets management of nursing care competencies to highest professional standard</li> <li>• Achieves family centered care.</li> <li>• Demonstrates good communication skills and customer service practices.</li> <li>• Upholds confidentiality with a reputation for high integrity and discretion.</li> <li>• Able to work under direction, but also take initiative where clinical judgment suggests therapeutic intervention. Seeks guidance and supervision.</li> <li>• Sensitive and constructive in responding to the needs of individuals and groups.</li> <li>• Continues education to develop skills and knowledge in the provision of nursing care.</li> <li>• Demonstrated ability to share clinical knowledge with others.</li> <li>• Understands the importance of good relationships in ensuring continuity of care between clients, families, ESBHS schools, community agencies and organisations.</li> <li>• Adequately support immunisation programme.</li> <li>• Consistently demonstrates advanced inter-professional, health care and quality improvement competencies.</li> <li>• Consistently demonstrates advanced interpersonal relationship competencies.</li> <li>• Knowledge / understanding of socioeconomics determinants of health and their impact.</li> <li>• Work in collaboration with school based student support services, such as guidance counsellors, student health council, families/ whānau and external health and social agencies to co-ordinate services to meet student health and social needs.</li> </ul>

<b>Behaviours / Personal Attributes</b>  <i>Teamwork</i> <i>Cultural safety</i> <i>Self-management</i> <i>Patient focused</i> <i>Communication / interpersonal skills</i> <i>Innovation</i> <i>Flexibility</i> <i>Planning &amp; monitoring</i>	<b>1. Personal Attributes</b> <ul style="list-style-type: none"> <li>• Mature, positive, proactive, and enthusiastic attitude.</li> <li>• Possesses a good sense of humour.</li> <li>• Strong and self-reliant</li> <li>• Awareness of how health and safety impacts on an organisation</li> <li>• Seeks advice and guidance from colleagues and other disciplines as required.</li> <li>• Self –directed and motivated</li> <li>• Innovative, takes initiative in patient focused approach to practice.</li> <li>• Displays drive and energy and persists in overcoming obstacles.</li> <li>• Articulate, good presentation skills.</li> <li>• Committed to own professional and personal development.</li> <li>• Receives and processes constructive feedback related to own performance</li> <li>• An interest and respect for working with young people</li> <li>• Able to work as an autonomous practitioner in a multidisciplinary team</li> </ul>
	<b>2. Teamwork and Collaborative</b> <ul style="list-style-type: none"> <li>• Sensitive and constructive towards others</li> <li>• Seeks out opportunities to support others in achieving goals.</li> <li>• Strong teamwork reputation, confident collaboration and inclusive of colleagues</li> <li>• Resilience, flexible and willing to work across a range of clinical settings.</li> <li>• Able to manage conflict constructively.</li> </ul>
	<b>3. Self-Management</b> <ul style="list-style-type: none"> <li>• Recognises and respects individual differences.</li> <li>• Develops positive working relationships with patients, whānau, staff and managers.</li> <li>• Upholds confidentiality, behaves with integrity and discretion.</li> <li>• Positive professionally mature</li> </ul>
	<b>4. Communication skills</b> <ul style="list-style-type: none"> <li>• Demonstrated strong written and verbal communication skills.</li> <li>• Sets high standards and strives to achieve challenging goals.</li> <li>• Copes well under pressure, is resilient to change and understands personal limitations.</li> <li>• Able to communicate effectively on the phone and via computer and face to face with a variety of people.</li> <li>• Able to communicate without engendering conflict.</li> <li>• Excellent communicator</li> <li>• Articulate, good presentation skills</li> </ul>
	<b>5. Learning</b> <ul style="list-style-type: none"> <li>• Makes effective decisions within appropriate timeframes and levels of responsibility.</li> <li>• Escalates issues appropriately.</li> <li>• Knows where to go and when to ask for help.</li> <li>• Accepts constructive feedback.</li> </ul>

Name:

Signed:.....Employee Date: \_\_\_\_\_

Name:

Signed:.....Lead Nurse Date: \_\_\_\_\_

Name:

Signed:.....Business Manager Date: \_\_\_\_\_