

Job description for
Enrolled Nurse working with
onsite Registered Nurse in a
School Based Health Centre

PERSON SPECIFICATION

Experience / Knowledge

1. Enrolled Nurse trained prior to 2000 with both a current Practising Certificate and a First Aid Certificate (NZQA Unit Standards 6400, 6401 & 6402).
2. Evidence of previous work history within Primary Health Care as demonstrated by Professional Portfolio, and relevant Postgraduate study in related areas – Primary Health Care, Child/Adolescent Health.
3. Working knowledge of the Nursing Code of Conduct, Legislative requirements and Health Practitioners Competency Assurance Act. (2004)
4. Responsible and accountable for working within Enrolled Nurse Scope of Practice.
5. Works well under the direction and supervision of a Registered Nurse (HPCA, Sept 2004), as a member of a multidisciplinary team to promote optimal health and learning outcomes of students.
6. Demonstrates an understanding of the importance of confidentiality and advocacy.
7. Practices in a culturally safe manner.
8. Has indemnity insurance.
9. Demonstrates competent computer skills.

Personal Attributes

1. An interest and respect for working with young people in a positive and friendly manner.
2. An ability to use initiative under the direction of the Registered Nurse.
3. Demonstrates effective communication and reporting skills, both written and verbal.
4. Honesty, integrity and reliability.
5. Non-judgmental and empathetic.
6. The ability to provide quality service with adaptability and flexibility, with a commitment to on going professional development
7. An autonomous practitioner with an ability to work well within a multidisciplinary team.
8. Dresses within schools dress code.

Professionally Accountable to:	Supervised by:	Responsible to:
SBHC Registered Nurse (DHB/PHO)	Youth Trained Registered Nurse (DHB/PHO)	School Principal/BOT (DHB/PHO)

Action	Key Performance Indicators	Outcomes / Audit
<p>1 To communicate effectively while supporting the student through the health care experience.</p>	<ul style="list-style-type: none"> • Documents within the bounds of relevant legislation. • Has inter-professional team members and students who report satisfaction with the processes of communication used by the EN to inform, support and evaluate care. 	
<p>2 To be aware of and sensitively respond to spiritual beliefs, cultural practices/need of the student.</p>	<p>Nursing practice supports the student and enhances their spiritual and emotional well being.</p> <ul style="list-style-type: none"> • Identifies self and designation to the student before providing care. • Establishes a positive nurse/client relationship and contributes to a meaningful outcome for the student and nurse. • Maintains student/client privacy, confidentiality and dignity throughout their care continuum. • Demonstrates a working knowledge of the Treaty of Waitangi and its relevance to health service delivery. • Demonstrates an understanding of the concepts of cultural safety and its application in client care provision. 	
<p>3 To deliver nursing care specific to the requirements of the SBHC.</p>	<ul style="list-style-type: none"> • Delivers nursing care within the scope of practice of the Enrolled Nurse to students and/or staff being accountable for own practice as an Enrolled Nurse. • Nursing practice is effective, professional, safe and holistic. 	

<p>4 To Manage Nursing Care</p>	<ul style="list-style-type: none"> • Gathers relevant comprehensive information and documents specifically. • Demonstrates ongoing assessment. • Accurately perform recordings. • Implements nursing actions as planned by a Registered Nurse. 	
<p>5 To Promote and ensure student and staff safety through appropriate control of the environment.</p>	<p>Student and staff safety needs are identified and provided for through appropriate control of the environment.</p> <ul style="list-style-type: none"> • Follows Infection Control Policy – Universal Precautions, Isolation procedures. • Reports and documents on site accidents/incidents as per OSH requirements. • Exercises environmental control by monitoring and accessing maintaining of equipment • Keep stock of supplies and keep inventory and order as appropriate following budget protocol. • Maintenance of emergency response and EOTC school first aid kits. • Aware of Fire & Evacuation and Crisis Management Procedure and Policy 	
<p>6 To Practice in accordance with relevant legislation and school polices.</p>	<ul style="list-style-type: none"> • Adheres to school and SBHC polices and procedures. • Working knowledge of relevant Acts, including Privacy Act, Health and Disability Act, Medicines Act and Regulations, Health Practitioners Competency Act 2004 and Contraception, Sterilisation and Abortion Act 1997. 	

<p>7 Will practice nursing in accordance with values and moral principles.</p>	<p>Practice occurs within an ethical code and standards developed by the profession. Professional judgement is exercised and responsibility, accountability for outcomes of professional decision making is accepted.</p>	
<p>8 To assist as required with School wide Health Promotion initiatives</p>	<ul style="list-style-type: none"> • Facilitates student learning opportunities as appropriate. • Participates in SBHC health promotion, eg, smoking cessation, nutrition, sexual health. 	
<p>9 To provide collaborative client care in conjunction with other members of the SBHC multidisciplinary team.</p>	<p>Interacts effectively with student/family/whanau/staff and team members to facilitate and enhance quality client care delivery.</p> <ul style="list-style-type: none"> • Demonstrates an approachable and helpful attitude when interacting with student and their family/whanau, multidisciplinary team members and the wider school community • Acts as an advocate in conveying student needs and responses to treatment to the Registered Nurse or other appropriate health care staff. • Contributes as an active staff member of the SBHC team and the wider school community. 	

<p>10 To demonstrate understanding and practice the principles of continuous quality improvement.</p>	<p>The expectation and the needs of student/client, the organisation and its personnel, form the basis of the continuous quality improvement philosophy.</p> <ul style="list-style-type: none"> • Participates in the implementation and ongoing maintenance and review of service policies/procedures/protocols/guidelines. • Demonstrates knowledge to access relevant policies and procedures and information. • Actively contributes to the service quality improvement project and clinical audits. • Actively contributes to the process of accreditation. • Participates in monthly peer and individual supervision. 	
<p>11 To demonstrate a commitment to ongoing professional development.</p>	<ul style="list-style-type: none"> • Maintains a minimum of competent level and develops further clinical practice to proficient and expert level by actively pursuing ongoing post enrolment training and education. • Participates in internal and/or external continuing education programmes. • Demonstrates an interest and commitment to furthering knowledge through self directed learning opportunities as required by the HPCA. • Membership of a professional nursing organization (access to indemnity insurance) and of the ASNG • Completes an annual performance appraisal and CCP updates. • Participates in an annual Personal Performance Plan, this includes development and achievement of personal and professional objectives. 	