

# Department of Education

## STATEMENT OF DUTIES – May 2018

<b>Title</b>	School Nurse (Support School)
<b>Number</b>	Generic
<b>Division</b>	Learning
<b>Branch</b>	Student Support
<b>Section</b>	School Health Nurse Program
<b>Sub-Section/Unit/School</b>	N/A
<b>Supervisor</b>	Director of Nursing
<b>Award/Agreement</b>	Nurses and Midwives (Tasmanian State Service) Award
<b>Classification</b>	Grade 4
<b>Employment Conditions</b>	Permanent or fixed term, full time, 76 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
<b>Location</b>	Statewide

### The Role

Provide specialist school nursing services for students and families with varied disabilities and complex health needs within the School of Special Education and/or Support School setting.

Contributes to workplace activities and work in partnership with students, families and carers together with the wider community and other agencies to meet health, development and safety needs. Support the team to achieve the goals of the service by contributing to workplace activities beyond the immediate responsibility of delivering clinical care to children. This may include active involvement in clinical education, clinical management, safety and quality and practice development.

### Level of Responsibility/ Direction and Supervision

The occupant is accountable for initiating, implementing and evaluating quality nursing care and the efficient and effective use of resources in accordance with the Department's legal and policy requirements.

The occupant works in collaboration with and under the general direction and guidance of the Principal and is accountable for providing a high standard of professional nursing care to students and their families or carers and working as a member of a team. Appropriate local clinical supervision in accordance with the relevant supervisory guidelines for nursing and midwifery is required and must be arranged by the Principal.

The department has a range of delegations in operational areas including Finance, Human Resources and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with any specified limitations.

## Primary Duties

1. Responsible for on-going development of clinical practice, standards of care and auditing process.
2. Provide sound clinical practice in the management of health care interventions and emergency situations. This includes but not limited to gastrostomy care, nutrition, tracheostomy and respiratory management in complex needs, epilepsy care and management of students requiring oxygen therapy.
3. Undertake safe management and comply at all times with the appropriate policy and protocol requirements, in particular those relating to the administration of medicine.
4. Work independently and within a multidisciplinary environment collaborating with both internal and external service providers and work flexibly across a range of community settings.
5. Manage a caseload of students with long term and life limiting conditions and disabilities. Ensuring that accurate case notes including clinical action plans are evaluated and revised as required.
6. Maintain knowledge of innovations in clinical practice and research, and maintain and develop professional knowledge and skills through participation in continuing professional development programs.
7. Actively participate in and contribute to the organisation's Quality and Safety and Work, Health and Safety processes and adhere to relevant legislation, policies and procedures. Ensure safety of the students is met at all times and that care is planned and delivered in an environment that meets health and safety requirements including risk assessment and management.
8. To plan and deliver information sessions and training to colleagues, educational staff, carers in relation to children who have additional health needs.
9. Perform other duties as envisaged by the assigned classification under the relevant industrial award or agreement and in accordance with the skills, competence and training of the occupant.

## Selection Criteria

Employment in the State Service is governed by the *State Service Act 2000* and employment decisions must be based on merit. A decision relating to appointment or promotion is based on merit if:

- an assessment is made of the relative suitability of the candidates for the duties; and
- the assessment is based on the relationship between the candidates' work-related qualities and the work related qualities genuinely required for the performance of the duties; and
- the assessment focuses on the relative capacity of the candidates to achieve outcomes related to the duties; and
- the assessment is the primary consideration in making the decision.

Work-related qualities might include; skills and abilities; qualifications, training and competencies; standard of work performance; capacity to produce required outcomes; relevant personal qualities; and demonstrated potential for future development.

The following specific selection criteria must be addressed by candidates in this context. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Demonstrate sound clinical practice in the management of health care interventions and effect response to emergency situations.
2. Demonstrated ability to provide high quality contemporary, evidence-based expert nursing and health care to children.
3. Current and comprehensive knowledge of primary health care principals, legal requirements and harm minimization approaches relevant to the practice setting.
4. Demonstrated ability to provide clinical education to other staff, students, parents and carers. Maintain evidence based practice of knowledge and skills to ensure continuity of high quality care.
5. Knowledge of and commitment to continuous quality improvement and evidence-based practice and demonstrate commitment to own professional development.
6. Demonstrate the ability to work independently and show competence in problem solving, decision making and care co-ordination.
7. Demonstrate excellence in communication and interpersonal skills, including skills in relating to parents, careers, students and working within a multidisciplinary team.

## Requirements

- Essential**
- Registration with the Nursing and Midwifery Board of Australia.
  - The *Registration to Work with Vulnerable People Act 2013* requires persons undertaking work in a regulated activity to be registered. A regulated activity is a child related service or activity defined in the *Registration to Work with Vulnerable People Regulations 2014*. This registration must remain current and valid at all times whilst employed in this role and the status of this may be checked at any time during employment.
    - Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- Desirable**
- Current drivers licence.
  - Relevant post-graduate health qualification or other post graduate Paediatric qualification.

## Working within the Department of Education

The Department is responsible for providing public education, vocational education and training, adult and community education, and library and archive services throughout Tasmania.

Our strategic focus is centered on achieving the Tasmanian Government's priorities for education, training and information services. These priorities are expressed through the goals of the *Learners First: Every Learner, Every Day* Strategic Plan, and the *Libraries Tasmania Strategy*.

<b>Our Commitment</b>	Together we inspire and support all learners to succeed as connected, resilient, creative and curious thinkers.
<b>Our Values</b>	Aspiration, Respect, Courage and Growth.
<b>Our Goals</b>	Access, Participation and Engagement; Early Learning; Wellbeing; Literacy and Numeracy.

Our strategies aim to transform the way Tasmanians access education, training and information services, provide a fresh and exciting approach to lifelong learning and build an education system that inspires and supports all learners to succeed as connected, resilient, creative and curious thinkers.

## Information and Records Management

All employees are responsible and accountable to:

- Create records according to the business needs and business processes of their business unit or school that adequately document the business activities in which they take part.
- Register documents in an approved Business Information Management System.
- Access information for legitimate work purposes only.

All employees must not:

- Destroy delete or alter records without proper authority; or
- Remove information, documents or records from the Department without permission.

## State Service Principles and Code of Conduct

Employment in the State Service is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DoE Condition of Use policy statement located at [Department of Education: Information technology policies](#)

## Work Health and Safety and Workplace Diversity

The Department is committed to high standards of performance in respect of work health and safety and managing diversity. All employees are expected to promote and uphold the principles of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination.

In accordance with the *Work Health and Safety Act 2012*, all employees whilst at work are expected to participate in maintaining safe working conditions and practices and take reasonable care for their own health and safety, ensuring their actions do not adversely affect the health and safety of others. All employees are expected to comply with any reasonable instruction given by the Agency to ensure compliance with the Act and collaborate with Agency work health and safety policies, procedures and guidelines.

The Department of Education is committed to providing a safe workplace for all employees and has zero tolerance to all forms of violence.

State Government workplaces and vehicles are non smoking environments.

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**Category/funding/restrictions:** Permanent or Fixed Term. Cost code: 616 School Health Nurse Program.

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**HR Office use only:**

**APPROVED BY HRM DELEGATE:** 964915 – Manager Vacancy and Staffing Services – May 2018

VEM:

Date Duties and Selection Criteria Last Reviewed: 05/18 DRL

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