

School Health Nurse

STATEMENT OF DUTIES

OCTOBER 2019

Number	Generic
Portfolio	Schools and Early Years
Branch	Specified Learning Services
Section/Unit/School	School Health Nurse Program
Supervisor	Nurse Managers and Director of Nursing – School Health Nurse Program
Award/Agreement	Nurses and Midwives (Tasmanian State Service) Award
Classification	Grade 4
Employment Conditions	Fixed-term, Full-time, 38 hours per week/76 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
Location	Statewide

Primary Purpose

Provide clinical assessment, screening and support to individuals and groups and undertake early detection activities and provide supported referrals for students in the school/college setting.

Participate in the development and implementation of health promotion activities in collaboration with key stakeholders.

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 operates with professional independence and is accountable for maintaining nursing practice standards and service delivery outcomes. Overall guidance and strategic leadership received from the supervisor.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) 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 a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Work with schools/colleges to improve, inform and maintain a health promoting culture and improve the health and wellbeing of students and families.
2. Undertake nursing practices including clinical assessment, early detection and intervention, screening, health education/information, short term support and appropriate referral ensuring a student and family-friendly client-centred approach to service delivery.
3. Develop, implement and evaluate health promotion projects with small groups, year levels, schools/colleges and communities.
4. Work effectively within a multidisciplinary environment collaborating with both internal and external service providers and school/college staff and actively contribute to internal communication processes including attending and participating in team meetings.
5. Active involvement in maintain and continually improving the quality of service provision which may involve participation in research projects, quality improvement initiatives and innovations in evidence based practice. Maintain a high standard of documentation and data collection.
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 and annual training requirements as prescribed by the manager.
7. Actively participate in and contribute to the organisation's Quality & Safety and Work, Health & Safety processes and adhere to relevant legislation, policies and procedures.
8. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.

9. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. 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. Demonstrated knowledge and skill relevant to the nursing target area including competence in assessment skills, counselling skills, group facilitation and presentation skills.
2. Ability to plan, implement and evaluate health promotion projects.
3. Current and comprehensive knowledge and the ability to apply primary health care principles, legal requirements and harm minimisation approaches relevant to the practice setting.
4. Contemporary knowledge of child and youth health issues including sexual health, mental health, alcohol and other drugs, sexuality and gender diversity, nutrition and physical activity, and of child development priorities including nutrition and physical activity, mental health and screening priorities.
5. Knowledge of and commitment to continuous quality improvement and evidence-based practice.
6. Effective communication and interpersonal skills, including skills relating to working within a multidisciplinary team, and demonstrated competence in problem solving and decision making.
7. Assess the holistic health needs of clients and community groups.
8. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

- A Registration with the Nursing and Midwifery Board of Australia.

Desirable

- Current driver's licence.
- Relevant post-graduate health qualification or other post graduate Paediatric qualification.

Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department 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 DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 964915 – Manager Vacancy and Staffing Services

VEM

Date Duties and Selection Criteria Last Reviewed: 03/15 VRH, 10/19 DRL/CD
