

# Mt Roskill Grammar School



**Position:** Lead Nurse

**Reports to:** Senior Leader Responsible for Health

**Role:** Fixed term – to end of Te Whatu Ora Contract

**Hours:** Full time - 40 hours per week, 52 weeks of year

**Location:** Health Centre - Support Staff

<b>Scope:</b>	Ensures comprehensive nursing care to students that is safe, culturally appropriate, and acceptable to students. Oversees the day-to-day operation of the health centre and its staff ensuring that responsibilities are carried out in a positive, effective and professional manner that is conducive to the philosophy of MRGS.
<b>Key Accountabilities:</b>	<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>• Develop specialist skills and knowledge in Youth Health including undertaking appropriate Post Graduate study and actively seek areas for self-development in order to contribute to the achievement of personal and school goals</li> <li>• Attend training and clinical supervision sessions to develop and maintain competencies based on the ADHB professional development programme</li> <li>• Register as an ACC provider for Mt Roskill Grammar School and manage the claiming for the centre</li> <li>• Lead and manage the health centre staff; participate in peer review/feedback and work to advance nursing practice and patient/client care</li> <li>• Carry out comprehensive health assessment of all year 9 students and high-risk students with consent using the HEADDSSS assessment tool, and co-ordinate appropriate follow-up</li> <li>• Provide health services to all students and refer to health and social agencies for appropriate health and social interventions and works alongside the on-site GP and Physiotherapist</li> <li>• Complete quarterly reports to the MOH as required</li> <li>• Oversee and manage MedTech</li> <li>• Create an environment to grow and develop staff to enable staff to up-skill and cross-skill in order to contribute to the achievement of personal and school goals</li> <li>• Working in a collaborative and holistic manner with the wider school to offer support to at risk youth</li> <li>• Work with the business manager to manage the budget and finances for the clinic</li> </ul>
<b>Typical work contacts:</b>	<p>Internal: Students, Teachers, Counsellors, Support Staff, Deputy Principals, Principal, Business Manager</p> <p>External: Parents, ADHB, Primary Healthcare Providers, Procure Clinical Governance Group, Iwi and Pacific Services, Other schools</p>