

# School Nurse (Support School)

## STATEMENT OF DUTIES

MAY 2018

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

## Primary Purpose

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.

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

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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. 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.
10. 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.

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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.
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.

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### Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)
- Registration with the Nursing and Midwifery Board of Australia.

### Desirable

- Current drivers licence.
- Relevant post-graduate health qualification or other post graduate Paediatric qualification.

## Working within the Department for Education, Children and Young People

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.

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

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

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