

POSITION DESCRIPTION

JOB TITLE: Education School Health Nurse

DIVISION: In accordance with assignment

DEPARTMENT: Nursing

ORGANISATIONAL RELATIONSHIP: Reporting to the DEIE Education House Officer

NATURE & SCOPE: Performs public health nursing within a primary health care paradigm and is responsible for the management of an assigned education district, towards optimum health and wellbeing of MOE/DEIE staff and students. Also, to place emphasis on child health, health promotion, disease prevention and rehabilitation.

SPECIFIC ACCOUNTABILITIES

The Education School Health Nurse would be required to:

- Participate in the review of policies for the district in accordance with the Ministry of Health and the Authority.
- Edit and update MOE/DEIE Health guidelines, protocols and procedures.
- Develop a community profile for the Education district.
- Identify the health needs of the education District.
- Review the operational plan for the Health District in collaboration with MOE/DEIE officials.
- Guide and direct the actions of school and ministry officials as it relates to COVID-19
- Liaise with MOE/DEIE Heads of Division on issues related to client health
- Conduct a Health Needs Assessment for the Education environment within three (3) months of assuming office.
- Liaise with other members of the Health Care Team.
- Conduct assessment of students and refer them to the Medical Officer.
- Conduct health education sessions at schools and MOE/DEIE offices.
- Coordinate activities for the effective delivery of the Health mandate for the clients
- Attend education District and Fraternity meetings as required
- Conduct surveillance on communicable and non-communicable diseases in the health district using the specified forms and guidelines.
- Identify the target population for vaccination programs according to age groups and stipulated time frame
- Facilitate the Immunization of clients following guidelines and procedures in conjunction with the District Health Visitors for the geographical area
- Maintain records and reports
- Ensure that school screening/isolation area is well maintained in all aspects required by nursing standards.
- Maintain good working relationships with designated school personnel and other MoE/DEIE officials
- Perform any other related duties as assigned by the appropriate Organizational Relationships.

KEY KNOWLEDGE, SKILLS AND ABILITIES

- General Nursing Skills
- Good interpersonal and communication skills (oral/written)
- Participates in continuing nursing education programs annually for at least 32 hours
- Advocacy skills
- Ability to function independently

MINIMUM TRAINING AND EXPERIENCE

- A nursing degree from a recognized institution
- Current licensure with the nursing council of Trinidad and Tobago in General Nursing
- Minimum of five (5) years experience in various hospital departments
- Sound knowledge of nursing techniques and procedures.
- Qualification in School Health Nursing or Health Promotion and Health Education

SUPERVISORY RESPONSIBILITIES - N/A

COMMUNICATION AND WORKING RELATIONSHIP

Internal:

All Heads of Division
Principals or their representatives
Education District Nurses
Education Medical Officers
Primary Care Nurse Manager - TRHA
General Manager Primary Care – TRHA

External

Community Groups
County Medical Officers of Health
District Health Visitors