

# Sample Role Description: Public Health Nurse – School Health

[INSERT AGENCY NAME]

Division:

Supervisor: Program Manager

Original Date:

Revised Date:

Reviewed Date:

## Summary

Reporting to the Program Manager, the PHN - School Health Nurse will play an integral role in facilitating the identification and management of COVID-19 cases among students or staff by providing and/or facilitating rapid-response support to schools and boards through public health and preventative measures, including screening, testing, tracing and mitigation strategies. The School Health Nurse will engage in educating, training, facilitating access, interpreting and communicating COVID-19-related information to students, parents, teachers, and school administrators. The PHN will liaise with internal teams as needed related to COVID-19 work.

Using the comprehensive school health framework, the PHN - School Health Nurse will assess the needs of the school community to reduce health inequities and ensure public health issues exacerbated by the pandemic are identified and addressed using population health promotion approaches.

The incumbent will work collaboratively with internal and external stakeholders and partners to implement the OPHS School Health Standard.

## Duties

### *Program Responsibilities*

- Utilize PHN knowledge and expertise in communicable diseases, infection prevention and control, child and adolescent health, and comprehensive school health approaches to support school reopening and implement the School Health Standard
- Educate, train, facilitate access to, interpret and communicate COVID-19-related information to students, parents, teachers, and school administrators.
- Support communication and engagement between schools and local communities and the health care sector
- Provide support to school boards and schools in the development and implementation of COVID-19 health and safety plans

- Support schools with understanding, planning for, implementing, and evaluating infection prevention and control measures
- Support schools in screening for, monitoring of, and responding to reports of COVID-19 symptoms
- Facilitate reporting for appropriate case and contact follow-up, and mobilize a rapid outbreak management response
- Facilitate COVID-19 testing as required
- Support COVID-19 surveillance efforts as needed
- Work with school staff, parents, and students to build resilience, manage stress, and build positive relationships
- Supports and addresses mental health promotion in relation to students, teachers, and the school community as well as provides referrals as needed, enhancing student/family/school connections to mental health and other community resources and supports
- Conduct school assessments to identify and work collaboratively with school communities to address various risks, with attention to trauma-and-violence-informed and culturally safe approaches
- Promote health using the comprehensive school health framework, in alignment with the Ministry of Education's Foundations for a Healthy School resource
- Using various forms of evidence, identify priority school communities in collaboration with public health epidemiologists, public health planners, school board researchers and school board administrators
- Plan, implement, evaluate, and support programs that promote population health as per Ontario Public Health Standards, 2018
- Engage the school community and intersectoral stakeholders in planning, implementing, and evaluating health promotion programs and initiatives
- Implement approved, appropriate population health promotion interventions such as social marketing / social media, community collaboration and mobilization (i.e. networks and coalitions), creating supportive environments, education and skill-building, and policy development
- Provide consultation specific to relevant programs using a variety of nursing, public health, and other relevant theories and frameworks.
- Act as a resource person to the organization and the community on public-health related issues.
- Cooperate, collaborate and network with external partners as required and provides leadership to and participate on external committees, as assigned.
- Foster, develop and maintain interagency linkages, working relationships and community partnerships, particularly leveraging existing partnerships and lines of communication between the agency and relevant school boards
- Use clinical skills to assess the health status of students and school staff to enable joint planning, implementation and evaluation of appropriate nursing interventions.
- Document according to the standards of the College of Nurses and in alignment with organizational policies
- Provide reports as required
- Performs duties as assigned in disaster/emergency/crisis situations

- Identify required program supplies, equipment and resources to support relevant budget preparation processes, as requested
- Ensure resources (e.g., funds, program materials, time, etc.) are used in a responsible manner
- Adhere to relevant privacy legislation contained within the *Personal Health Information Protection Act, 2004*, the *Municipal Freedom of Information and Protection of Privacy Act*, and any other relevant legislation
- Participate as directed in enforcement of the Health Protection and Promotion Act.
- Ensure consideration of the social determinants of health in program planning and implementation, and take action to address health inequities

#### *Organizational Responsibilities*

- Participate in the development of the agency's strategic plan, goals, objectives, and program/service activities as required
- Reflect the agency's mission, vision, values, philosophy, and strategic priorities in day-to-day work
- Provide input for the ongoing development of program policies and procedures at the agency, division, program and team level
- Work collaboratively as a multidisciplinary team member to meet established goals and objectives
- Keep direct supervisor up-to-date on salient events and issues related to assigned responsibilities
- Demonstrate professional conduct and communication in interactions with others
- Demonstrate strong interpersonal skills including effective problem solving, conflict resolution, negotiation, collaboration, and positive team-building skills
- Maintain professional competence via appropriate continuing education and self-directed study
- Apply appropriate technology to comprehensive programming (i.e. use of digital health information and resources)
- Implement approved organizational procedures for proper collection, creation, storage, access, retention, and disposal of records
- Cooperates, collaborates with colleagues and all relevant agency divisions
- Participates in divisional and agency committees, as required
- In a public health response, may be temporarily assigned alternate duties which do not exceed the qualifications, skills and abilities of the individual

#### *Occupational Health and Safety*

- Ensure workplace conduct and activities are in accordance with the Occupational Health and Safety Act
- Wear and/or use protective equipment provided by the employer and do not interfere with protective devices so as to change or negate their function
- Immediately report to a supervisor any violations of the Act, defective equipment or workplace hazard of which they are aware
- Refrains from operating equipment in a way that might endanger her/himself or any other worker

- Do not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct
- Ensure annual review of Workplace Hazardous Materials Information System (WHMIS)

### *Qualifications*

- Recognized Bachelor of Science in Nursing degree or Bachelor of Nursing degree
- Current certificate of competence with the College of Nurses of Ontario
- Maintains and demonstrates professional competence as a Registered Nurse and accepts responsibility for professional nursing practice in accordance with the College of Nurses Standards of Practice, other relevant legislation and agency policy
- Maintains current Ontario driver's license and has access to a reliable vehicle with agency required insurance, to fulfill position requirements
- Current CPR – Level C certification
- Current training in the administration of Naloxone (particularly for nurses working in middle and/or secondary schools)
- Fluency in \_\_\_\_\_ required; proficiency (written and verbal) in \_\_\_\_\_ considered an asset
- Strong leadership, interpersonal, facilitation, problem-solving, collaboration, critical thinking, and decision-making skills, and ability to work autonomously
- Well-developed oral and written communication skills, with the ability to clearly communicate complex information to various audiences in an effective manner and through relevant channels
- Demonstrated ability to contribute to a positive team environment
- Demonstrated individual, group, community and population assessment skills
- Knowledge and experience in communicable diseases of public health interest, and in infection prevention and control practices in community settings
- Experience in program planning, implementation and evaluation
- Knowledge and/or experience in child and adolescent health, comprehensive school health, and population health promotion approaches
- Demonstrated skills in engaging stakeholders (e.g., children, youth, parents, teachers) and in relationship building
- Demonstrated knowledge and experience in mental health promotion including an understanding concepts related to resiliency, developmental assets, strengths-based approaches, cultural safety and trauma-and-violence-informed approaches
- Candidates who have successfully completed additional education or who have experience in Public Health preferred