

The role and responsibilities of the DiSS School Program Lead

Personal qualities/responsibilities

Ideally, this role is managed by an experienced member of staff who is authorised and capable of working independently and autonomously.

- A trusted and approachable member of the school staff, well known to staff and students and has a good working understanding of the school ethos, culture and operations
- Has an understanding of what constitutes a youth friendly and culturally safe environment
- Demonstrates a youth friendly approach that is culturally sensitive and trauma aware.
- Promotes an “open door”, non-stigmatising and non-judgemental approach to health, illness, disability and problem behaviour
- Is released from other duties on clinic days, to fully support the clinic and student attendance at appointments
- Ideally have a good working knowledge and understanding of the health, welfare and education systems, as this role has a unique position across the health and education interface, therefore a good working knowledge of all sectors is crucial
- Is responsible for the timely management of all DiSS documentation pertaining to the school

DET/policy and regulation

- Understands and applies the consent and confidentiality requirements which apply to the GP, the Practice Nurse, and the school, and – where required – supports the GP/Practice Nurse to obtain consent from parents/carers
- Ensures compliance to relevant privacy legislation and providing a child safe environment in accordance with the Child Safe Standards and Mandatory Reporting requirements
- Has a thorough understanding of the DiSS Operational Guidelines, and implements any updates to the guidelines

School community

- Provides leadership in the school around the implementation of the program
- Supports integration of the GP service into the school’s broader health and wellbeing programs
- Provides education and leadership around parent/carer/school community involvement in the program
- Develops systems to be put in place to ensure that any absence from class is recorded appropriately and the SPL is tasked with maintaining the attendance management system during student attendance at the school clinic
- Advocates for school based interventions, revised scheduling, additional support or special permissions as required. Where the student has complex care needs across multiple domains, a team based approach to care and care co-ordination may be developed

- Promotes the service to the school, linking the clinical team with other members of staff, attends breakfast clubs, health days, open days and staff meetings in an effort to network with the school students and staff and raise the profile of the clinic
- Encourages student participation in the promotion of the service to students, and in identifying and addressing barriers to accessing the clinic
- Is oriented to health promotion principles and practice, such as health literacy education and healthy lifestyle education, and how it is conducted at the school and across the curriculum, and can facilitate engagement between the school nurse and clinical team
- Supports the program in strategic planning to ensure a high quality service that is trusted, fully utilised and youth friendly

Clinic

- Supports the GP and nurse to deliver primary health care to students
- Collaborates with the Practice Nurse to ensure effective management of the service including making of appointments and supporting the maintenance of student's confidentiality
- Supports the GP and Practice Nurse to work collaboratively with the Department's Area-based Health and Wellbeing Specialist Support Staff, including Secondary School Nurses
- Builds a positive relationship with the local Medical Centre and facilitate partnerships with community health providers for the benefit of students
- Resourcefully finds ways to bring about good working relationships and collaborative partnerships between the sectors for the benefit of students and in the pursuit of holistic and student centred care
- If the clinic is used for other purposes on days other than the clinic day, ensures that the clinic is left clean and tidy after its use
- Work with the clinic staff to develop an appointment system for booking in consultations at the clinic
- Ensures that the clinic has all the necessary equipment and facilities installed as mentioned in the Operational guidelines on page 29

Student

- Has the responsibility for educating students about their rights and expectations in regards to privacy and the nature of service at the SBHS, and that the appointment/s remain confidential
- Supports the student to clarify their health needs, and provide information about services available within the SBHS, and the common problems for which young people present (physical health, sexual and reproductive health, mental health and social care issues)
- Provides assistance to students in understanding the Medicare and Health Care Card systems, how to access their Medicare (and/or Health Care) number or card, and discuss any associated costs with accessing health care services
- At times will be required to facilitate student attendance at external service providers, ensuring the student has the capacity and understanding to attend

SPL Key Activities - Ongoing during the week:

- SPL books the appointments (reports cancellations), works with students who are wishing to be referred in, works with staff, and promotes the service through the school.
- Explains the process of the consultation to all students on the booking of their first consultation.
- Determines whether the student requires assistance engaging with the service, which may include:
 - A process of reminders about appointments
 - Assessing the confidence of the young person to be able to attend appointments on time without subsequent reminder
 - Assessing the confidence of young person to present their issues
 - Being available to attend with the young person at the young person's request
 - Managing failure to attend at the request of GP or Practice Nurse
 - Following up any interventions involving the school
- Follow up with DET project team on outstanding IT or Infrastructure issues if any.

SPL Key Activities - On the clinic day:

- The SPL is able to manage appointments on the day if they are made known to the SPL (through the clinicians discussing this with all students and receiving standing permission as described in the confidentiality page 28 of the Operational Guidelines).
- The SPL should receive a "day sheet – list of appointments", this should be cross-checked with the AMS for student absences, these absences will then be reported to the clinical team and the SPL can either seek to fill the now vacant slot or simply advises clinical team of the absence.
- The SPL should be available for students who require or request supported engagement, who will need to be discreetly retrieved from class on the day
- The SPL should also be available to the clinical team at pre-agreed times for possible case conferencing, client discussion, orientation to school services or clinic management/integration issues